



PERFORMANCE EVALUATION FOR EXEMPT PROFESSIONAL STAFF

Name: _____

Job Title: _____

Department: _____

Evaluation Period: From _____ To _____

- Use a current job description.
- Rate the employee's level of performance, using the definitions below.
- Give an overall rating in the space provided, using the definitions below as a guide
- Review with employee each rating used to evaluate his/her work performance.

Performance Rating Definitions:

The following ratings must be used to ensure commonality of language and consistency on overall ratings. Supporting comments are required to justify all ratings other than "Meets Requirements."

Outstanding: Work performance that is consistently superior and is seldom equaled in overall contribution. This is reflected by accomplishments well beyond expectations. These conditions exist on a continual rather than occasional basis. **Provide justification in comment section.**

Exceeds Requirements: Work performance exceeds specific job requirements in most areas of responsibility. Accomplishments are above expected levels, and employee sustains uniformly high performance. **Provide justification in comment section.**

Meets Requirements: Work performance that consistently completes job tasks as expected in terms of quality and schedule. Performance can be described as solid and fully competent in all aspects of job content and expectations.

Needs Improvement: Work performance that sometimes fails to meet the standards for the tasks. Performance is below minimum job requirements; improvement is essential. **Provide justification in comment section.**

Unsatisfactory: Work performance fails to meet the standards for the tasks. Improvement is required within a specified period to maintain employment. **Provide justification in comment section.**

Current Goals

Involvement and effectiveness in attaining goals and priorities for the past 12 months.
If additional room is needed attach a separate sheet.

1. Goal Defined/Agreed Upon Last Year:

Results/Status of Efforts:

2. Goal Defined/Agreed Upon Last Year:

Results/Status of Efforts:

3. Goal Defined/Agreed Upon Last Year:

Results/Status of Efforts:

Future Goals

Goals jointly developed and agreed upon by the professional and his or her supervisor

1. Goal:

2. Goal:

3. Goal:

Plans for Improvement:

Plan of Action to improve performance in areas rated as "Needs Improvement" or "Unsatisfactory."

Professional Development Plan:

Specific areas to enhance job accomplishment or promotability.

Employee Comments:

Evaluated By

Date

Reviewed By

Date

Employee Signature

Date

Signature does not indicate agreement with review. It means only that employee was given the opportunity to discuss the review with the supervisor.