
Employee's Name

Date of Evaluation

Position Title

Department or ADLOC



TEXAS A&M

HEALTH SCIENCE CENTER 2011 Staff Performance Evaluation

*This form has been approved for use in evaluating HSC nonfaculty staff employees.
With the exception of #11, evaluation factors are not to be changed in any way.*

Instructions

1. Staff performance evaluations are to be conducted between April 1st and May 31st, 2011. Supervisors are to evaluate performance during the 12 months ending March 31st, 2011, specifically April 1st, 2010 through March 31st, 2011.
2. Employee and supervisor may each complete a draft of this form as an aid to its final completion.
3. PART 1, Required Evaluation Factors:
Check the single statement that best describes the employee's performance for each evaluation factor. The evaluator must include comments if "outstanding" or "not acceptable" is checked, and should also include comments regarding progress towards previously established performance objectives. The employee may include comments at the end of Part 1, or may respond to the evaluation in writing within 15 (fifteen) business days of the date of the evaluation.
4. PART 2 (Performance Goals, Signatures):
 - A. The supervisor and employee must identify key performance goals for the upcoming performance period and any professional development needed. Supervisors and managers may assign goals and tasks to the employee via TrainTraq.
 - B. As part of every annual evaluation, the employee's position description (PD) *must* be reviewed and updated if necessary. This year, all PDs must be in the current format which includes the Training Needs Assessment on page 3. The current version of the PD is available on the HR Forms Page at <http://www.tamhsc.edu/departments/finance-admin/payroll-hr/hr-forms.html>.

PART 1

REQUIRED EVALUATION FACTORS

1. **QUALITY OF WORK:** *Performs assigned duties accurately and thoroughly with only minimal errors.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

2. **QUANTITY OF WORK:** *Successfully completes all assigned work within the prescribed time limits.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

3. **INITIATIVE:** *Demonstrates independent action and resourcefulness on the job. Is dependable and accepts responsibility. Carries out duties in an acceptable manner with minimal supervision.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

4. **WORK ORGANIZATION, INNOVATION:** *Plans and organizes work well. Adds value and creates efficiencies to the work performed by developing new methods or offering constructive suggestions.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

5. COOPERATION AND CUSTOMER SERVICE: *Is courteous and works well with customers and co-workers.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

6: JOB KNOWLEDGE: *Understands assigned duties and job responsibilities. Understands the organization's policies, procedures, goals and purpose as required for the job.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

7. WORK ETHICS, INTEGRITY AND QUALITY OF WORK LIFE: *Properly handles confidential information, adheres to policies, committed to productivity, co-workers and work schedules. Creates a supportive work environment that values and encourages employees while treating them with dignity and respect. Establishes an environment of open communication.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

8. COMMUNICATION SKILLS: *Clearly and accurately expresses ideas, both orally and written.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

9. **DIVERSITY:** *Supports department and Health Science Center diversity initiatives. Contributes to building an enlightened community by creating a climate of openness and inclusiveness. Actively seeks out mutually held values with other employees while respecting and valuing individual differences. The following actions may be considered (this is a list of suggested actions and is not meant to be all-inclusive).*

- Uses work related criteria for all hiring and promotion decisions
- Ensures organizational activities looked at from multiple perspectives
- Encourages diverse representation on committee/work group assignments
- Develops mentoring, partnering and/or sponsorship programs
- Ensures professional development programs exist for all employees
- Supports programs that enhance the understanding of different cultures
- Supports fairness by ensuring complaints of discrimination are investigated and acted upon in a timely manner
- Supports strategies to enhance retention of all employees
- Shows respect and consideration for others in workplace interactions
- Demonstrates sensitivity to individual differences regardless of their nature (e.g. physical, cultural, religious, gender, ethnic or racial)
- Accommodates the special needs of others in the workplace, including the observance of religious holidays or practices as well as needs created by disability

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

10. **LEADERSHIP AND EMPLOYEE DEVELOPMENT (SUPERVISORS ONLY):** *Influences, supports and motivates employees and co-workers. Effectively makes decisions. Ensures required training (Ethics, EEO, Information Security, Fraud and Abuse, Orientation to the A&M System, if applicable, and FERPA) is completed by each employee under his or her supervision in accordance with state law, and System or HSC policy. Provides development opportunities in alignment with organization and Health Science Center goals.*

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

11. Optional Evaluation Factor(s)

(Duplicate this section as needed to accommodate other appropriate evaluation factors)

Factor: _____

Description: _____

Evaluation:

Outstanding* Above Average Acceptable Needs Improvement Not acceptable*

** Comments required for 'Outstanding' or 'Not Acceptable' ratings, and recommended for all ratings.*

SUMMARY & OVERALL EVALUATION:

RATING FACTORS	Outstanding	Above Avg.	Acceptable	Needs Impr.	Not Acceptable
1. Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Work Organization/Innovation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cooperation/Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Work Ethics/Integrity/Quality of Work Life	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Leadership/Employee Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Optional Factor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL EVALUATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUPERVISOR COMMENTS

EMPLOYEE'S COMMENTS (Attach additional pages as needed):

Check if comments are attached.

PART 2

Performance Goals, New or Updated (REQUIRED)

Enter at least one measurable performance goal for which the employee will be evaluated at the end of the coming evaluation period. Goals may include special projects or initiatives, career growth activities, and actions required to be more effective or make needed improvements. Write a description that is specific. Include how successful completion of that goal will be measured and the date by which the goal is reasonably expected to be met. Encourage input from your employee. How would they like to advance their career? What resources do they need? Attach additional page(s) if needed.

SUPERVISOR'S CERTIFICATION:

A copy of the employee's position description (PD) *in the current format* is attached to this evaluation. Other changes to the PD were made if appropriate. The employee and I have signed the document, one copy has been given to the employee and another has been placed in the employee's personnel file.

Print or type Supervisor Name

Supervisor Signature

Date

EMPLOYEE'S ACKNOWLEDGMENT:

My signature indicates only that I have read and discussed this performance evaluation with my supervisor, including any performance goals.

My signature does not indicate that I agree with this evaluation of my performance. I understand that I may include or attach a written response to this evaluation, provided my response is received by my supervisor or department chair within 15 (fifteen) business days following the date of this evaluation.

Print or type Employee Name

Employee Signature

Date