Print Form

ALBANY STATE UNIVERSITY
EMPLOYEE PERFORMANCE REVIEW
SUPERVISORY STAFF

Employee Name_____Department_____

Position Title_____Date began in this position_____

Hire Date_____ Review Period From_____ To _____

Evaluating Supervisor_____ Date_____

DEFINITIONS to be used in EVALUATION of Performance Category

1	2	3	4	5
Unsatisfactory	**Some Improvement Needed** Results met most requirements but were marginal in some areas which will require improvement.	**Meets Performance Requirements** Results met overall requirements.	**Exceeds Performance Requirements** Results at times exceeded requirements in most areas.	**Outstanding Performance** Results were excellent and nearly always exceeded requirements in most areas.

Give specific examples or describe patterns of performance and behavior to support the evaluation given in each performance category.

PERFORMANCE CATEGORY	**EVALUATION (Circle One)**				
Leadership: Effectiveness in getting people to accomplish objectives, follow principles, and accept guidance; ability to command confidence and respect.	**1**	**2**	**3**	**4**	**5**

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Delegation: Ability to delegate authority and to encourage subordinates to accept additional responsibility so that close supervision of subordinates is not needed in his/her absence; however, does not deny own responsibility for results of subordinates.	**1**	**2**	**3**	**4**	**5**

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EMPLOYEE PERFORMANCE REVIEW (Continued)
PERFORMANCE CATEGORY

	EVALUATION (Circle One)				
Resource Use: Effectiveness in using the resources of manpower, time, money, materials, and equipment at his/her disposal, and to control costs.	**1**	**2**	**3**	**4**	**5**
Development of Subordinates: Success in developing the potential of those who work for him/her through proper selection and assignment of positions, efficient utilization and encouragement to maximum potential and counseling and guidance to improve.	**1**	**2**	**3**	**4**	**5**
Goals: Ability to establish goals and objectives for his/her department, establishment of high performance standards, and planning beyond immediate requirements.	**1**	**2**	**3**	**4**	**5**
Supervision: Effectiveness in supervising subordinates and securing attainment of objectives on time and under pressure; achievement of high standards in performance; quality of providing suggestions and constructive criticism.	**1**	**2**	**3**	**4**	**5**

EMPLOYEE PERFORMANCE REVIEW (Continued)

PERFORMANCE CATEGORY	**EVALUATION (Circle One)**				
Organization: Ability to clearly define subordinate responsibilities, make appropriate work assignments, establish clear relationships between positions and eliminate activity overlapping.	**1**	**2**	**3**	**4**	**5**
Control: Ability to establish procedures, standards, and policies necessary for proper control; ability to effectively review and follow through on activities, assignments and reports to assure timely completion and conformity with established plans, policies and procedures.	**1**	**2**	**3**	**4**	**5**
Problem Solving Skills: Ability to thoroughly gather facts and information relative to his/her responsibilities; ability to readily anticipate and recognize problems, develop alternatives to arrive at appropriate solutions, and know when to make an independent decision and when to refer problems to others.	**1**	**2**	**3**	**4**	**5**

EMPLOYEE PERFORMANCE REVIEW (Continued)

PERFORMANCE CATEGORY	EVALUATION (Circle One)				
Knowledge and Experience: Professional knowledge relative to assigned duties; depth and breadth of practical and academic knowledge relative to handling problems of the job efficiently.	**1**	**2**	**3**	**4**	**5**
Planning: Ability to apportion his/her own effort according to the overall importance of each objective; to think clearly and logically in selecting alternatives; and to organize own work.	**1**	**2**	**3**	**4**	**5**
Taking Action: Ability to initiate necessary and appropriate action on his/her own; ability to see when changes are needed and to formulate and follow through: consistent accomplishment of desired actions with minimum supervision.	**1**	**2**	**3**	**4**	**5**
Creativity: Ingenuity and creative ability in devising means to solve problems; open-mindedness to new ideas and readiness to adjust to new and changing situations.	**1**	**2**	**3**	**4**	**5**

EMPLOYEE PERFORMANCE REVIEW (Continued)

PERFORMANCE CATEGORY	EVALUATION (Circle One)				
Temperament: Ability to withstand pressures and tensions without losing control, to be calm in dealing with crises; moral courage to stand up and do what is honest and right.	**1**	**2**	**3**	**4**	**5**
Communications: Ability to express himself/herself clearly and concisely orally and in writing; ability to communicate concepts to others.	**1**	**2**	**3**	**4**	**5**
Personal Acceptance: Quality of acceptance by others--superiors, associates, and subordinates; demonstration of tact, understanding, and sociability.	**1**	**2**	**3**	**4**	**5**
Growth Potential: Demonstration of capacity and desire to broaden perspectives, widen horizons, and increase potential in attaining larger objectives.	**1**	**2**	**3**	**4**	**5**

Employee Comments:

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9 **No Comment**

The employee=s signature does not indicate agreement with the evaluation; only, that it has been reviewed and discussed with the employee.

_____	_____
Employee=s Signature	Date
_____	_____
Evaluating Supervisor=s Signature	Date
_____	_____
Reviewing Official=s Signature	Date

Please forward the original copy to the Director of Human Resources Management.