

Alfred University
Administrative/Technical Specialist Annual
Performance Development and Evaluation

SA – Strongly Agree
A – Agree
D – Disagree
SD – Strongly Disagree
NA – Not Applicable
UJ – Unable to Judge

Name of Employee: _____

Banner ID Number: _____

Job Title: _____

Department: _____

Supervisor: _____

Review Period: From _____ to _____

(Evaluations should be completed for a 12-month time period and must be completed between June 1 and June 30 of each year.)

Instructions for Supervisor: This form is to be used by supervisors for evaluating your Administrative, Technical and Professional Non-Exempt employees; it is intended to provide employees in these classifications feedback related to their job performance. The result should reviewed and agreed upon with the next level of supervision prior to a discussion between employee and supervisor regarding goals and objectives and areas for improvement. Each year the discussion should examine the outcomes of the completed year and focus on the future. You may provide additional information to this form as an attachment if appropriate.

DECISION MAKING/CREATIVITY:

- | | | | | | | |
|---|----|---|---|----|----|----|
| 1. Makes well thought out decisions. | SA | A | D | SD | NA | UJ |
| 2. Considers consequences of decisions and actions | SA | A | D | SD | NA | UJ |
| 3. Considers the interests and feelings of others involved in the decision. | SA | A | D | SD | NA | UJ |
| 4. Is flexible in the decision making process. | SA | A | D | SD | NA | UJ |
| 5. Possess effective problem solving skills. | SA | A | D | SD | NA | UJ |
| 6. Explores alternative ideas. | SA | A | D | SD | NA | UJ |
| 7. Is willing to try non-traditional means of problem solving | SA | A | D | SD | NA | UJ |

COMPETENCE IN WORK AREA/INITIATIVE:

- | | | | | | | |
|---|----|---|---|----|----|----|
| 1. Maintains willingness for continuous improvements | SA | A | D | SD | NA | UJ |
| 2. Is knowledgeable in job content. | SA | A | D | SD | NA | UJ |
| 3. Is able to work independently. | SA | A | D | SD | NA | UJ |
| 4. Shows interest in work. | SA | A | D | SD | NA | UJ |
| 5. Communicates openly and effectively with others | SA | A | D | SD | NA | UJ |
| 6. Works well in groups. | SA | A | D | SD | NA | UJ |
| 7. Expresses ideas clearly and concisely. | SA | A | D | SD | NA | UJ |
| 8. Maintains two-way, open lines of communication with supervisor and subordinates. | SA | A | D | SD | NA | UJ |

FLEXIBILITY:

- | | | | | | | |
|---|----|---|---|----|----|----|
| 1. Is able to adapt to and work with change. | SA | A | D | SD | NA | UJ |
| 2. Remains professional and patient when work experiences delays or constraints | SA | A | D | SD | NA | UJ |
| 3. Is responsive to new ideas. | SA | A | D | SD | NA | UJ |
| 4. Willing to learn/take on new and different assignments | SA | A | D | SD | NA | UJ |
| 5. Is effective in dealing with stress. | SA | A | D | SD | NA | UJ |

ORGANIZATIONAL SKILLS:

- | | | | | | | |
|---|----|---|---|----|----|----|
| 1. Completes tasks on time. | SA | A | D | SD | NA | UJ |
| 2. Pays sufficient attention to detail. | SA | A | D | SD | NA | UJ |
| 3. Is able to effectively oversee multiple, on-going projects | SA | A | D | SD | NA | UJ |
| 4. Delegates responsibilities appropriately. | SA | A | D | SD | NA | UJ |
| 5. Follows-through appropriately. | SA | A | D | SD | NA | UJ |

LEADERSHIP:

- | | | | | | | |
|---|----|---|---|----|----|----|
| 1. Creates an atmosphere which encourages quality performance | SA | A | D | SD | NA | UJ |
| 2. Supports innovation | SA | A | D | SD | NA | UJ |
| 3. Helps staff resolve conflicts/problems. | SA | A | D | SD | NA | UJ |
| 4. Provides counsel, appraisals and takes corrective action | SA | A | D | SD | NA | UJ |
| 5. Motivates staff | SA | A | D | SD | NA | UJ |
| 6. Initiates necessary change and explains the need | SA | A | D | SD | NA | UJ |
| 7. Provides necessary training and assistance to staff | SA | A | D | SD | NA | UJ |
| 8. Communicates expectations, goals effectively | SA | A | D | SD | NA | UJ |

COMMENTS: (Use additional paper as necessary)

What are the employee's strengths?

How could the employee improve his/her performance?

Other comments:

Accomplishments:

Employee Comments:

GOALS AND OBJECTIVES FOR THE NEXT 12-MONTHS:

Please list the goals, how those goals will be accomplished and how they will be measured for the employee for the next 12-month review period.

Supervisor Signature

Date

Next Level Supervisor Signature

Date

Employee Signature

Date

(The signature of the employee does not necessarily mean agreement with this evaluation, but ensures that there has been discussion of this evaluation between the supervisor and employee.)