



**SELF EVALUATION AND DEVELOPMENT PLAN
FOR NON-UNION NONEXEMPT EMPLOYEES**

Employee's Name	
Title	
Department	
Division	
Length of time in position	

Evaluator's Name	
Title	
Date	

PART 1 – PERFORMANCE EVALUATION

Directions: Check the rating that best reflects the employee’s performance for the given Performance Factors.

RATING CATEGORIES

- Outstanding (4):** Employee is exceptional in all areas of responsibility. Performance significantly exceeds standards and expectations and can be considered a model for the department. Performance at this level is rare and would generally be recognized by peers, immediate supervisor, management, and others. This individual suggests and initiates improvements/changes and through his/her own performance has materially enhanced effectiveness of the department or work area. Performance is generally not equaled by others. For employee evaluations to retain credibility, supervisors should use this rating sparingly.
- Very Good (3):** Employee exceeds most position requirements. Performance at this level consistently exceeds standards and expectations and would generally be recognized by peers and immediate supervisor. Performance is characterized by notable skill, initiative and superior job knowledge. This individual’s performance exceeds most other employees in the same or similar position.
- Good (2):** Employee consistently meets performance standards. The individual performing at this level is considered a fully competent, stable and skilled performer by co-workers and immediate supervisor. Employee may occasionally exceed job performance standards and expectations. This level of performance is what would generally be expected from most competent, experienced employees.
- Fair (1)** Employee meets some performance standards but is deficient in others. Performance does not consistently meet acceptable levels in all areas. Overall performance only meets the minimum standards and expectations. The need for further development and/or improvement is clearly recognized and expected. Performance at this level may cause the department and/or co-workers some problems or inconveniences, or tends to diminish the department’s effectiveness and/or productivity. Performance at this level is characterized as “just getting by”. Employees with an overall performance rating of Fair will be put on notice that the next 1 year performance appraisal must show an overall improvement to Good. No improvement will be grounds for disciplinary action that may lead to termination. Coaching and/or additional training by the supervisor are required.
- Unsatisfactory (0):** Employee’s performance is consistently unacceptable. It is inadequate and below minimum acceptable standards and expectations. There is considerable room for improvement. Performance is causing problems/inconveniences/hardships for the department and/or co-workers and is having a negative impact on departmental effectiveness and/or productivity. This level of performance cannot be condoned or allowed to continue. A continued overall performance rating of Unsatisfactory at the time of the next Interim Performance Review will be grounds for disciplinary action that may lead to termination.
- Not Applicable (N/A):** Employee does not have an opportunity to use this skill.

Performance Factors	4	3	2	1	0	N/A	Supporting Details
Quality of Work Extent to which the employee's work is accurate, thorough and neat.							
Quantity of Work Extent to which the employee produces the expected volume of work within a specified timeframe.							
Occupational Knowledge Extent to which the employee has the practical/technical knowledge required for this position.							
Reliability Extent to which the employee can be relied upon to complete a task and follow up.							
Independent Thinking/Judgment Extent to which the employee can work with little or no supervision. Extent to which an employee demonstrates sound judgment and decision-making skills, when necessary.							
Creativity/Resourcefulness Extent to which the employee applies creativity within the scope of his or her position. Includes creative problem solving, looking for more efficient ways to perform tasks, and using available resources in new ways.							
Initiative/Self-Development Extent to which the employee seeks out new assignments or opportunities to develop additional skills.							

Performance Factors	4	3	2	1	0	N/A	Supporting Details
Policy Adherence Extent to which the employee follows campus regulations and policies as they are articulated in the employee handbook.							
Interpersonal Interactions Extent to which the employee cooperates and communicates with internal/external customers. Extent to which the employee builds positive, non-discriminatory working relationships with others. Extent to which an employee is a team player.							
Flexibility/Adaptability Extent to which the employee can deal with changes and shift projects in order to manage changing priorities. Ability to develop and apply new skills.							

(Supporting Details boxes will only accommodate a limited amount of text. Attach additional sheets if necessary.)

Additional Comments by Employee

Employee signature _____

Date _____

Please return this completed form to your supervisor once you have signed and dated the form. Thereafter, your supervisor will complete their evaluation and schedule a meeting with you.