

PERFORMANCE ASSESSMENT FOR PROFESSIONAL STAFF

Name _____ Unit _____

The following assessment is designed to measure the performance of professional staff members during the past year. Staff are assessed in light of their job description, major job duties and responsibilities, along with special assignments that may be assigned. The categories of assessment are:

	Outstanding	Exceeds Expectation	Meets Expectation	Below Expectation	Unsatisfactory
Commitment to Institution					
Interpersonal Relationships					
Leadership					
Professional Interest and Commitment					
Professional and Personal Integrity					
Quality of Work					
Overall Rating					

Supervisor's Comments _____

I have read this assessment and discussed it with my supervisor:

Signature of Staff Member

Date

Response by Staff Member (if desired) _____

I have discussed this assessment with the staff member:

Signature of Supervisor

Date

**PERFORMANCE ASSESSMENT FOR PROFESSIONAL STAFF
CATEGORY DESCRIPTIONS**

I. Rate the Professional Staff on the Following:

1. **COMMITMENT TO INSTITUTION:**

Concern for general welfare of the institution. Involvement in things that foster the growth and development of the institution.

2. **INTERPERSONAL RELATIONSHIPS:**

Empathetic and considerate attitudes which allow for effective interaction with faculty, administrators, students and other professional staff. Effective communication with others.

3. **LEADERSHIP:**

Skill in securing group action: encourages democratic participation; presents appropriate materials for group action; instills enthusiasm for professional goals.

4. **PROFESSIONAL INTEREST AND COMMITMENT:**

Contribution to academic, administrative or professional field. Commitment to excellence, commitment to service, continued professional development, tolerance of new ideas.

5. **PROFESSIONAL AND PERSONAL INTEGRITY:**

Trustworthiness: respects and observes confidentiality; adheres fairly to group decision; respects professional rights of other colleagues; possesses a sense of responsibility and willingness to appraise situations and problems impartially.

6. **QUALITY OF WORK:**

Knowledge of job: attends to details, displays initiative, organizes, adapts, anticipates, meets schedules, and shows judgment.

II. Provide an Overall Rating:

This should be an overall assessment, and need not reflect an average of the above ratings.

III. Signatures:

Both the staff member and supervisor are required to sign the assessment form. The staff member may include a written response concerning the assessment.

GUIDELINES FOR RATINGS

OUTSTANDING -	Performance consistently exceeds the job description.
EXCEEDS EXPECTATIONS -	Performance exceeds the job description.
MEETS EXPECTATIONS -	Performance meets the job description.
BELOW EXPECTATIONS -	Performance needs additional development and attention to become adequate.
UNSATISFACTORY -	Performance is below the minimal acceptable level.