**NIPISSING UNIVERSITY**

**ADMINISTRATIVE AND SUPPORT STAFF EMPLOYEE EVALUATION**

The purpose of this employee evaluation is to assess performance/skill levels, improve communication and pin-point strengths and weaknesses.

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Position Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Employee Status:** [ ]  **Full-time**  [ ]  **Part-time**

**Supervisor Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appraisal period: From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **To:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Probation Status:** [ ]  Passed [ ]  Probation extension requested\* – length of extension request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Did not pass\*

\*Please contact Human Resources if either a probation extension is requested, or the employee did not pass probation.

**PERFORMANCE REVIEW AREAS**

1. GENERAL JOB RESPONSIBILITIES: This section is a review of the employee’s professional capabilities, personal qualities, and characteristics common to all employees at Nipissing University
2. SPECIFIC JOB RESPONSIBILITIES: This section is a review of the employee’s performance of the major functions (responsibilities) as listed on the position description.
3. STRENGTHS/WEAKNESSES: This section is for the supervisor to comment on the strengths and weaknesses and how the former can be used effectively, and the latter strengthened.
4. EMPLOYEE COMMENTS: This section is for the employee to comment on their review.

**PERFORMANCE STANDARD RATINGS**

|  |  |
| --- | --- |
| **Performance Rating Scale** | **Definition** |
| Exceeds Expectations | The employee consistently demonstrates the knowledge and skills required for the position resulting in superior performance that exceeds expectations.  |
| Meets Expectations | The employee typically demonstrates the knowledge and skills required for the position resulting in successful performance that meets the expectations.  |
| Approaches Expectations | The employee is inconsistent in the demonstration of the knowledge and skills required for the position resulting in performance that only sometimes meets expectations but is showing positive improvements and efforts.  |
| Does Not Meet Expectations | The employee does not meet the expectations of the position. Consult with Human Resources before reviewing the performance appraisal. |

**SECTION I – GENERAL JOB RESPONSIBILITIES:** This section is a review of the employee’s professional capabilities, personal qualities, and characteristics common to all employees at Nipissing University

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **ATTENDANCE/PUNCTUALITY** – Adheres to established working hours and workdays. Consider the employee’s absences and tardiness.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **POLICIES AND PROCEDURES** – Adheres to departmental and University policies and procedures. Consider the employee’s ability to understand and apply the university’s policies and procedures.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **COMMUNICATIONS** - How effectively the employee produces day-to-day written and oral communication that is clear, precise, and directed to the appropriate audience. Consider the effectiveness and clarity of the communications as well as the employee’s use of proper language, grammar, and vocabulary.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **PLANNING/ORGANIZING** – How effectively the employee organizes and accomplishes job assignments within time allotted, with accuracy and minimum supervision. Consider the employee’s time-management skills, ability to prioritize and re-prioritize, as well as scheduling and planning of projects/tasks.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **DEPENDABILITY** - How effectively the employee performs routine job functions, anticipates and is resourceful in making good decisions. Consider the employee’s ability to be innovative, seek positive, workable solutions, and solve complex problems.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **CONTRIBUTES TO POSITIVE WORK CLIMATE AND TEAM EFFORT** - How effectively does the employee interact with fellow employees, and degree of cooperation. Consider the employee’s emotional intelligence, adherence to the Respectful Workplace and Learning Environment Policy, and ability to resolve conflict or disagreements.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **SELF-DEVELOPMENT AND APPRAISAL** - How effectively employee analyzes own strengths and weaknesses, accepts constructive criticism. Consider if the employee seeks out feedback from supervisors, peers, or subordinates as well as the employee’s initiative to improve job skills.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **QUALITY OF WORK** - How effectively the employee produces accurate, neat, thorough and acceptable work. Consider the employee’s attention to detail and ability to ask clarifying questions to produce high-quality work.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Check the box that best describes the employee’s performance. | **Exceeds Expectations** | **Meets Expectations** | **Approaches Expectations** | **Does Not Meet Expectations** |
| 1. **QUANTITY OF WORK** - How effectively employee produces an acceptable amount of work within the allotted time and guidelines. Consider the employee’s productivity and efficiency.
 | [ ]  | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| **NARRATIVE SUMMARY/COMMENTS REGARDING THE GENERAL JOB RESPONSIBILITIES:** |

**SECTION II – SPECIFIC JOB RESPONSIBILITIES:** This section is a review of the employee’s performance of the major functions (responsibilities) as listed on the position description.

**List the major functions (responsibilities) as listed on the position description. Please list in order of priority, with the most important listed first.**

**Review and assess each responsibility. Record improvements, if any, that could be made. List the factors affecting the performance of principal responsibilities.**

Assessment:

Improvements:

Factors:

**List the major functions (responsibilities) as listed on the position description. Please list in order of priority, with the most important listed first.**

**Review and assess each responsibility. Record improvements, if any, that could be made. List the factors affecting the performance of principal responsibilities.**

Assessment:

Improvements:

Factors:

**List the major functions (responsibilities) as listed on the position description. Please list in order of priority, with the most important listed first.**

**Review and assess each responsibility. Record improvements, if any, that could be made. List the factors affecting the performance of principal responsibilities.**

Assessment:

Improvements:

Factors:

**List the major functions (responsibilities) as listed on the position description. Please list in order of priority, with the most important listed first.**

**Review and assess each responsibility. Record improvements, if any, that could be made. List the factors affecting the performance of principal responsibilities.**

Assessment:

Improvements:

Factors:

**SECTION III – STRENGTHS & WEAKNESSES:** This section is for the supervisor to comment on the strengths and weaknesses and how the former can be used effectively, and the latter strengthened.

**STRENGTHS**

 **These strengths can be used effectively by doing the following:**

**WEAKNESSES**

**These weaknesses can be strengthened or improved by doing the following:**

**SECTION IV – EMPLOYEE COMMENTS:** This section is for the employee to comment on their review.

|  |
| --- |
|  |

**Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**