

# Performance Evaluation - Southern Illinois University Carbondale

Employee Name		Employee AIS #	Position ID
Job Title		Department	Date of Evaluation
Rating Period Start Date	Rating Period End Date	Evaluator Name	
A/P Evaluation <input type="checkbox"/> Annual Evaluation <input type="checkbox"/> Mid Cycle		Civil Service Evaluation <input type="checkbox"/> Annual Evaluation <input type="checkbox"/> Mid Cycle	
		OR	<input type="checkbox"/> Probationary Period Evaluation: <input type="checkbox"/> 3 mo. <input type="checkbox"/> 6 mo. <input type="checkbox"/> 12 mo. End date: _____

- The supervisor completes the employee's performance evaluation, which must include comments summarizing the ratings of the performance factors as well as an overall summary of the employee's performance.
- The supervisor and employee meet to discuss the evaluation, review the position description, discuss expectations and goals, and discuss and select an additional position-specific job performance focus factor for the next rating period.
- Prior to signing the form, the employee may make written comments. If more space is needed, please provide additional pages.
- The original evaluation and any additional pages of written comments must be submitted to Labor and Employee Relations by the return due date with all necessary signatures. The employing department is required to provide the employee with a signed copy of the evaluation.

***SIU MISSION STATEMENT***  
*SIU embraces a unique tradition of access and opportunity, inclusive excellence, innovation in research and creativity, and outstanding teaching focused on nurturing student success. As a nationally ranked public research university and regional economic catalyst, we create and exchange knowledge to shape future leaders, improve our communities, and transform lives.*

**Please evaluate the employee's job performance factors based on the following scale:**  
 UA = unacceptable; NI = needs improvement; ME= meets expectations; EE = exceeds expectations

CORE PERFORMANCE FACTORS: Required for all employees	
<b><i>Job Knowledge:</i></b> Extent to which the employee knows and demonstrates all phases of assigned work; demonstrates relevant knowledge and essential skills such as work practices, policies, procedures, resources, laws, customer service, and technical information; demonstrates priority to carry out the university's mission	
<b><i>Productivity/Quantity of Work:</i></b> Extent to which the employee meets job requirements on a timely basis; maximizes the use of available resources; seeks opportunities to effectively utilize time; seeks new tasks	
<b><i>Quality of Work:</i></b> Extent to which the employee's work is thorough, effective, and accurate; extent to which the employee completes work ahead of schedule with minimal errors, contributes excellent ideas on how to improve the work product, sets the standards for the highest quality work output	
<b><i>Teamwork/Communication/Customer Service:</i></b> Extent to which the employee gets along with others; responds positively to direction and adapts well to changes; shows tact, courtesy and effectiveness in interactions with others; creates/respects a diverse and inclusive workplace and/or services; effectively conveys information and ideas to others; is clear in oral and written communications	
<b><i>Dependability/Reliability:</i></b> Extent to which the employee is not absent and contacts supervisor concerning absences on a timely basis following university and departmental policies and procedures; can be depended upon to be available for work; assumes responsibilities and ensures tasks are followed to completion	

POSITION SPECIFIC PERFORMANCE FACTOR: Required for all employees	

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**Evaluator Comments - Please comment on the ratings given to the above attributes, provide ideas for improving job performance, or note areas where the employee has improved since the last evaluation. If more space is needed, please attach additional page(s).**

**Employee Comments - If more space is needed, please attach additional page(s).**

**List one Job Performance Factor that will be used for the next rating period. Choose one from the following list, or create a position specific performance factor that both the employee and evaluator agree to:** Adherence to Guidelines; Leadership and Supervision; Organization and Planning; Knowledge, Use and Care of Equipment; Safety and Security; Problem Solving, Decision Making, and Judgment; or other position-specific performance factor that both the employee and evaluator agree to.

1. \_\_\_\_\_

**Our signatures certify that this employee and this supervisor met in person to discuss this evaluation.** The signature of the employee acknowledges review of the document; it does not represent agreement with its content.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
1<sup>st</sup> Level Supervisor Name

\_\_\_\_\_  
1<sup>st</sup> Level Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Level Supervisor Name

\_\_\_\_\_  
2<sup>nd</sup> Level Supervisor Signature

\_\_\_\_\_  
Date