

Technical Performance Review Short Form

Employee:

Payroll Title:

Supervisor:

Department:

Review Period:

Date of Review:

Overall Rating (check one):

Exceeds Expectations

Meets Expectations

Does Not Meet Expectations

Position Responsibilities

Job Knowledge *Demonstrates expertise in the functional aspects of the position.*

Proficient

Acceptable

Needs Attention

Productivity *Produces targeted outcomes effectively and efficiently; the volume of work completed is appropriate to the time allotted.*

Proficient

Acceptable

Needs Attention

Accuracy *Follows detailed procedures and ensures accuracy in documentation and data; carefully monitors gauges, instruments or processes; concentrates on routine work details; organizes and maintains a system of records*

Proficient

Acceptable

Needs Attention

Contribution to Research/Mission *Demonstrates understanding of and makes identifiable contributions to research and/or teaching objectives, at a level appropriate to the position.*

Proficient

Acceptable

Needs Attention

College of Letters & Science

Performance Factors

Communication Readily shares appropriate work-related information. Uses clear and appropriate language in speech and written work. Able to follow written and verbal instructions.

Always

Usually

Insufficiently

Dependability Consistently adheres to set work schedule and completes assignments in a timely fashion.

Always

Usually

Insufficiently

Interpersonal Relations Builds productive rapport with faculty, staff, and students at all levels within and outside the department.

Always

Usually

Insufficiently

Flexibility Adjusts performance to accommodate changes in departmental and lab direction and procedures.

Always

Usually

Insufficiently

Self Management Demonstrates initiative by setting priorities, regularly completing work on schedule and fulfilling commitment with minimal oversight.

Always

Usually

Insufficiently

Overall Assessment

Signatures

Supervisor: _____ **Date** _____

Department Head: _____ **Date** _____

I have received and read this performance evaluation. My signature indicates neither agreement nor disagreement with the evaluation.

Employee: _____ **Date** _____