**St. Cloud State University**

**Evaluation/Planning Form for**

**MSUAASF MEMBERS**

(Revised 9/2007)

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| Name of Employee | Click here to enter text. |
| Title | Click here to enter text. |
| Department | Click here to enter text. |
| Date | Click here to enter a date. |
| Name of Immediate Supervisor | Click here to enter text. |
| Position Description Current/Accurate | Choose an item. | If no, update to be completed by: | Choose an item. |

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| GENERAL PERFORMANCE FOR |   | YEAR |

**PROCEDURE:**

The supervisor shall meet with each MSUAASF employee to review the current year performance of the employee in reference to general performance.

**PERFORMANCE RATINGS**

Please use the following performance ratings in completing your evaluation.

Outstanding – Consistently exceeds job requirements, demonstrating mastery of all key responsibilities. Displays an exceptionally high level of productivity, quality results and adds value to work performed. Demonstrates creatively and the ability to make independent decisions. Contributions extend beyond their position adding value to the overall university. Rare and unusual performance.

Highly Successful – Employee exceeds job requirements/performance standards and objectives in several areas. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Offers and seeks more efficient methods to perform work. Initiates recommendations and solutions.

Successful – Indicates employee is achieving satisfactory performance. Achieves job requirements/performance standards and objectives. Displays an acceptable level of productivity and quality results. Follows recommendations and solutions.

Needs Improvement – Performance is below expectations; however, job requirements may be achieved in some areas. Does not consistently demonstrate basic comprehension and required skills for the position. Improvement is required in one or more areas. Requires additional direction and close supervision.

Unsatisfactory – Employee does not meet performance expectations. Job requirements are not being achieved. Does not demonstrate basic comprehension and required skills for the position. Significant improvement is required. Requires consistent direction and constant supervision. Corrective action is required.

**EMPLOYEE OVERALL RATING:** Choose an item.

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| Supervisor’s Signature\* |  | Date |  |
| Employee’s Signature |  | Date |  |
| Vice President’s Signature \*\* |  | Date |  |

\* Signature indicates that the employee has had the opportunity to meet with the supervisor to review the evaluation.

\*\* Signature indicates that the appropriate Vice President has reviewed this evaluation with the supervisor.

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| **Part I** |

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| Responsibility #1: Click here to enter text. |
| Supervisor Comments: Click here to enter text. |
| Rating: Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #2: Click here to enter text. |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #3: Click here to enter text. |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #4: Click here to enter text. |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #5: Click here to enter text.  |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #6: Click here to enter text.  |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |

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| Responsibility #7: Click here to enter text.  |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #8: Click here to enter text. |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #9: Click here to enter text.  |
| Supervisor Comments: Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #10: Click here to enter text. |
| Supervisor Comments:Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #11: Click here to enter text. |
| Supervisor Comments:Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |
| Responsibility #12: Click here to enter text. |
| Supervisor Comments:Click here to enter text. |
| Rating:Choose an item. | Employee Comments: Click here to enter text. |

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| **Part II** |

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| Ratings: | Outstanding Highly Successful Successful Needs Improvement Unsatisfactory NA = If any of the competencies listed do not apply to this position, indicate NA. |
| **JOB KNOWLEDGE** |
| 1. Has a clear understanding of all aspects of the job. | Choose an item. |
| 2. Knows and follows operational procedures. | Choose an item. |
| 3. Knows current issues and trends in assigned areas of responsibility. | Choose an item. |
| Supervisor Comments: | Click here to enter text. |
| **PLANNING AND ORGANIZATION** |
| 1. Actively participates in planning designed to achieve the University’s overall mission and goals. | Choose an item. |
| 2. Establishes clear and specific objectives and time lines. | Choose an item. |
| 3. Coordinates planning efforts with other offices. | Choose an item. |
| 4. Demonstrates good organizational and follow-through skills. | Choose an item. |
| 5. Is well organized and efficient. | Choose an item. |
| 6. Effectively achieves goals. | Choose an item. |
| Supervisor Comments: | Click here to enter text. |
| **FISCAL MANAGEMENT** |
| 1. Develops unit budget in concert with goals. | Choose an item. |
| 2. Effectively utilizes allocated budget. | Choose an item. |
| Supervisor Comments: | Click here to enter text. |
| **DECISION MAKING** |
| 1. Identifies and evaluates problems objectively. | Choose an item. |
| 2. Formulates sound decisions and recommendations. | Choose an item. |
| 3. Encourages staff participation in decision-making. | Choose an item. |
| 4. Demonstrates resourcefulness in problem solving. | Choose an item. |
| 5. Deals effectively with changing situations. | Choose an item. |
| 6. Works effectively under pressure. | Choose an item. |
| Supervisor Comments: | Click here to enter text. |

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| **LEADERSHIP QUALITIES** |
| 1. Contributes to the “vision” for unit. | Choose an item. |
| 2. Motivates others. | Choose an item. |
| 3. Is creative and resourceful. | Choose an item. |
| 4. Implements high standards. | Choose an item. |
| 5. Provides effective leadership in goal achievement and areas of responsibility. | Choose an item. |
| Supervisor Comments: | Click here to enter text. |
| **OVERALL CONTRIBUTION TO UNITY** |
| 1. Understands and contributes to achieving the goals of the university. | Choose an item. |
| 2. Represents the university competently to external constituencies. | Choose an item. |
| 3. Contributes to positive morale within institution. | Choose an item. |
| Supervisor Comments: | Click here to enter text. |
| Employee Comments:(optional) | Click here to enter text. |

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| **Part III** |

**PERFORMANCE IMPROVEMENT PLANS and GOALS**

List and define goals directly related to primary job responsibilities that the employee should meet throughout the next evaluation period. There should be input by the employee and the supervisor in this process with the supervisor making any final decisions. Note: Responsibilities and/or Competencies that were rated Needs Improvement or Unsatisfactory must identify specific goals and action steps for improvement. Goals to be listed should be achievable and supported.

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| Goal 1: | Click here to enter text. |
| Action Steps for Goal 1: | Click here to enter text. |
| Supervisor’s Expectation: | Click here to enter text. |
| Goal 2: | Click here to enter text. |
| Action Steps for Goal 2: | Click here to enter text. |
| Supervisor’s Expectation: | Click here to enter text. |
| Goal 3: | Click here to enter text. |
| Action Steps for Goal 3: | Click here to enter text. |
| Supervisor’s Expectation: | Click here to enter text. |
| Goal 4: | Click here to enter text. |
| Action Steps for Goal 4: | Click here to enter text. |
| Supervisor’s Expectation: | Click here to enter text. |
| Employee’s Comments:(optional) | Click here to enter text. |