EAST TEXAS BAPTIST UNIVERSITY
Employee Evaluations

Instructions for Evaluation Forms

The evaluation form is laid out in an Excel spreadsheet in order to provide a better format for your use. This requires a little more effort on your part, but should provide an individual evaluation that closely fits with the actual responsibilities and performance of each staff member.

Evaluation of position responsibilities

In the first section of the form, complete the information that identifies the employee, their department, position, and your name as the supervisor. In the second section, type in the "objectives" from the employee's Position Guide. These statements may be shortened as long as they identify the objective and define the intent. The box under "Rating" is a guide indicating the column in which you should place your rating for each objective. As long as the ratings are placed in this column, the schedule will properly calculate an average rating on page 2. For ratings that indicate "poor" or "needs improvement," comments are required on page 2. If additional space is needed for comments, the top section of page 3 is provided. A rating of "3" indicates that the employee is performing all responsibilities and meets the supervisor's expectations for the position. If an employee receives a rating above "3", please indicate in the bottom section of page 3 exceptional performance based on the responsibilities in the Position Guide.

Evaluation of performance

At the top of page 2, there are five (5) statements that allow you to evaluate the employee's performance under certain situations. Please indicate the level of competence based on the 1 to 5 rating system. Again, if the performance is rated "poor" or "needs improvement," indicate the actions needed to remedy.

Summary

The summary section provides an average of the ratings from the position responsibilities and performance in box 1. In this section, indicate your assessment of the Employee's Overall Performance by filling in this box based on the 1 to 5 rating system.

Personal goals

It is suggested that prior to meeting with the employee to review the evaluation, that you communicate that personal goals concerning their involvement with the University will be discussed. This prepares them to have in mind three or four personal goals for the next evaluation year. You may need to help them structure these goals if their performance does not meet expectations in an area. Typically, goals should be reviewed every two to three months. If

the goal(s) is (are) to make up a deficiency in performance, these should be reviewed monthly until some resolution is reached. The meetings to review goals should be documented by the supervisor.

Signatures

The evaluation form should be signed by the employee and supervisor at the bottom of page 2. The employee is not agreeing with the ratings, or comments made by the supervisor, but is indicating with their signature that they have reviewed the evaluation. The employee may indicate any comments that they may have in the third section at the bottom of page 3.

Position Guide

After the evaluation is completed, the supervisor and employee should discuss any changes or additions to the employee's position guide. These changes should be made by the supervisor, the appropriate revision date placed on the last page as "Revised _____", and the revised position guide emailed to Lisa Sutton (lsutton@etbu.edu).

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