

DEPARTMENT OF BIostatISTICS & MEDICAL INFORMATICS

Academic Staff Annual Performance Evaluation

(for calendar year _____)

Employee Name: _____

Supervisor Name: _____

Date: _____

Indicate below the level that most closely describes the employee's performance during the past year:

- _____ 4) **Special Recognition for Extenuating Circumstances**
Employee's performance has been outstanding/exceptional. This employee deserves special recognition for completion of a project/assignment above and beyond the expectations of an employee functioning at the "3" level. This level should rarely be used and only under extenuating circumstances. *Requires documentation* of the employee's role and performance on the project on an additional sheet. (This category should not be used for employees who consistently exceed the expectations of their position.)
- _____ 3) **Exceeds Expectations** (Scores Predominantly "3"s on Evaluation Worksheet)
Employee exceeds the expectations of the job as described in their current position description. This employee consistently goes above and beyond the expectations of their job and excels in all applicable areas described below.
- _____ 2) **Solid Performer** (Scores Predominantly "2"s on Evaluation Worksheet)
Employee is a solid performer and meets the expectations as described in their current position description. This employee meets the applicable criteria described below.
- _____ 1) **Needs Improvement**
Employee's performance needs improvement. This employee is not meeting expectations as described in their current position description and some or all applicable criteria below are not being met. *Requires documentation* detailing performance issues as well as a plan of action for correction. Supervisor and employee should meet regularly until performance issues are resolved.

Criteria to be Evaluated: Quality and quantity of work, customer service skills, teamwork/contributions to work group, initiative, judgment, organizational and time management skills, decision-making abilities, technical skills, problem-solving abilities, accuracy, consistency, communication skills and ability to meet deadlines. Employees should be evaluated on criteria applicable to their position which may or may not include items listed here.

EMPLOYEE COMMENTS:

SUPERVISOR COMMENTS:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____