

PERFORMANCE EVALUATION TEMPLATE

FSU Administrative and Administrative Support

IT IS THE SUPERVISOR'S RESPONSIBILITY TO COMPLETE THE PERFORMANCE EVALUATION TEMPLATE ANNUALLY

- The [Performance Evaluation Forms](#) are located on the Human Resources website under Forms.
- Use Internet Explorer and save the document to use ensure the average box calculates and the “sticky notes” feature can be applied for each comment section.
- Select **Administrative** evaluation for employees with responsibilities to supervise non-student employees. The **Administrative** evaluation form has two additional categories for evaluation related to financial and supervision responsibilities. Select **Administrative Support** evaluation form for non-employee supervisors.
- PARTIAL Box – If an employee has been employed 90 days or less, this template may be used as a partial-year evaluation.
- Evaluation ratings for individual factors and overall must be above *Meets Expectations* to be eligible for merit pay, and must have started working in one of these groups prior to January 1 of the year the evaluations are due. An employee would be eligible for an across the board salary increase unless they have an “unsatisfactory” rating in one or more evaluation factors.

EVALUATION SECTION:

- Review the **Evaluation Chart** and **University Core Expectations – FSU Employees** prior to rating (included with template)
- Evaluate the employee using the **Evaluation Chart**.

CE	Consistently Exceeds Expectations	NI	Needs Improvement
EE	Exceeds Expectations	U	Unsatisfactory
ME	Meets Expectations		

- All administrative employees should be evaluated on the first six Core Expectations
- Only those administrative employees who supervise non-student employees should also be evaluated on the last two Core Expectations
- Include brief comments:
 - Comments are **required** for all ratings
 - Completion of [Performance Improvement Plan \(PIP\)](#) **required** for ratings of NI or U.
 - Completed PIP should be reviewed by Human Resources prior to sharing with employee.

PLANNING SECTION:

- Include bulleted list of reviewed goals/objectives for the current year and status
- Include bulleted list of goals/objectives for next fiscal year

JOB DESCRIPTIONS:

- The supervisor and employee should review the employee's job description if significant changes have occurred. Job descriptions should be edited in **red** and forwarded to HR for review/approval.

EMPLOYEE COMMENTS:

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- Employee may include comments in the provided comment box
- Employee comments must be submitted to Supervisor and discussed within 10 business days of the Performance Evaluation meeting held with the employee.

SIGNATURES AND ROUTING:

- Signatures of both the Employee and Supervisor are required on the Performance Evaluation
- After signatures, please forward a hard copy or email HR@ferris.edu a scanned copy (with signatures) of the Performance Evaluation to Human Resources, PRK 150, no later than the second Friday of May, unless otherwise instructed by the employee's division.