

PERFORMANCE EVALUATION

FSU Administrative and Administrative Support

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

- The [Performance Evaluation Forms](#) are located on the Human Resources website under Forms.
- 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 all other administrative employees.
- If an employee has been employed fewer than 90 days, this template may be used as a partial-year evaluation.

EVALUATION SECTION:

Review the **Evaluation Chart** and **University Core Expectations – FSU Employees** prior to rating

- Evaluate the employee using the **Evaluation Chart**.
- All administrative employees should be evaluated on the first six Core Expectations (A through F).
- Only those administrative employees who supervise non-student employees should also be evaluated on the last two Core Expectations (G and H).
- Comments are **required** for all ratings.
- Deans/directors/AVPs are to review all evaluations in their unit before the evaluation is shared with each employee.
- Divisional VP is to review each evaluation with a composite score above a 4.0 before the evaluation is shared with the employee.
- Completion of [Performance Improvement Plan \(PIP\)](#) is **required** for ratings of Needs Improvement or Unsatisfactory.
- 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, please contact HR.

EMPLOYEE COMMENTS:

- 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 June 29th.

MERIT PAY:

- Please reference [Merit Pay Program Overview](#).

Evaluation Chart

(5) Consistently Exceeds Expectations	(4) Exceeds Expectations	(3) Meets Expectations	(2) Needs Improvement	(1) Unsatisfactory
<p>Consistently exceeds performance expectations</p> <p>Demonstrates exceptional quality of work in all essential areas of responsibility</p> <p>Makes an exceptional or unique contribution in achievement of unit, department, and University objectives</p>	<p>Consistently achieves performance expectations and <i>frequently</i> exceeds them</p> <p>Demonstrates very high quality of work</p> <p>Makes a significant contribution in achievement of unit, department, and University objectives</p>	<p>Consistently fulfills performance expectations and <i>periodically</i> may exceed them</p> <p>Demonstrates high quality of work in significant areas of responsibility</p> <p>Performance concerns are resolved through coaching, feedback, and self-initiative</p>	<p>Performance needs improvement.</p> <p>A performance improvement plan is required and must be discussed with the employee</p> <p>Failure to demonstrate improvement may result in additional action</p>	<p>Performance is unsatisfactory</p> <p>Immediate and continued improvement is required</p> <p>A performance improvement plan is required and must be discussed with the employee</p> <p>Failure to demonstrate improvement may result in additional action</p>

University Core Expectations						Supervisors Only	
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Collaboration & Teamwork	Diversity Commitment	Ethics & Integrity	Excellence	Learning & Innovation	Opportunity & Problem Solving	Fiscal Responsibility, Process Improvement / Sustainability	Supervisory & Coaching
<p>Focuses on building partnerships</p> <p>Demonstrates ability to get along with others, is respectful of co-workers, and internal/external constituents/customers</p> <p>Seeks feedback and demonstrates the ability to listen and adapt to new ideas and solutions</p>	<p>Demonstrates knowledge of Employee Dignity Policy and Equal Opportunity</p> <p>Shows respect and sensitivity for cultural differences</p> <p>Promotes and acts in accordance with a harassment-free environment</p> <p>Understands EEO and AA plans</p>	<p>Considers ethical issues and fairness in decision making and actions</p> <p>Demonstrates appropriate disclosures and honesty</p> <p>Follows through on commitments and takes responsibility for actions</p>	<p>Displays commitment to excellence by working thoroughly and accurately</p> <p>Seeks continuous improvement opportunities</p> <p>Monitors own work to ensure quality</p> <p>Demonstrates Knowledge, Skills, and Abilities</p>	<p>Demonstrates a commitment to life- long learning</p> <p>Generates suggestions for improving work</p> <p>Uses innovation to propose solutions</p> <p>Initiates actions to research improvements</p>	<p>Identifies problem in a timely manner</p> <p>Gathers and analyzes information skillfully</p> <p>Works well in groups and individually to develop alternatives</p>	<p>Acts with fiscal accountability</p> <p>Seeks strategies to improve internal processes</p> <p>Supports sustainability initiatives</p>	<p>Identifies employees' strengths/weaknesses and provides example driven feedback to enhance individual and team performance</p> <p>Provides performance feedback</p> <p>Provides direction and monitors compliance</p> <p>Promotes fair, equitable and respectful environment</p>