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.
<table>
<thead>
<tr>
<th>Evaluation Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(5) Consistently Exceeds Expectations</strong></td>
</tr>
<tr>
<td>Consistently exceeds performance expectations</td>
</tr>
<tr>
<td>Demonstrates exceptional quality of work in all essential areas of responsibility</td>
</tr>
<tr>
<td>Makes an exceptional or unique contribution in achievement of unit, department, and University objectives</td>
</tr>
</tbody>
</table>

### University Core Expectations

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Focuses on building partnerships</td>
<td>Demonstrates knowledge of Employee Dignity Policy and Equal Opportunity</td>
<td>Considers ethical issues and fairness in decision making and actions</td>
<td>Displays commitment to excellence by working thoroughly and accurately</td>
<td>Demonstrates a commitment to life-long learning</td>
<td>Identifies problem in a timely manner</td>
<td>Acts with fiscal accountability</td>
<td>Identifies employees' strengths/weaknesses and provides example driven feedback to enhance individual and team performance</td>
</tr>
<tr>
<td>Demonstrates ability to gel along with others, is respectful of co-workers, and internal/external constituents/customers</td>
<td>Shows respect and sensitivity for cultural differences</td>
<td>Demonstrates appropriate disclosures and honesty</td>
<td>Seeks continuous improvement opportunities</td>
<td>Generates suggestions for improving work</td>
<td>Gathers and analyzes information skillfully</td>
<td>Seeks strategies to improve internal processes</td>
<td>Provides performance feedback</td>
</tr>
<tr>
<td>Seeks feedback and demonstrates the ability to listen and adapt to new ideas and solutions</td>
<td>Promotes and acts in accordance with a harassment-free environment</td>
<td>Follows through on commitments and takes responsibility for actions</td>
<td>Seeks continuous improvement opportunities</td>
<td>Uses innovation to propose solutions</td>
<td>Works well in groups and individually to develop alternatives</td>
<td>Supports sustainability initiatives</td>
<td>Provides direction and monitors compliance</td>
</tr>
<tr>
<td>Understands EEO and AA plans</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Promotes fair, equitable and respectful environment</td>
</tr>
</tbody>
</table>