

PERFORMANCE EVALUATION INFORMATION FOR FSU ADMINISTRATIVE AND ADMINISTRATIVE SUPPORT EMPLOYEES

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 must 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. ** Please note as of 2024-2025 Goal must support the Universities Strategic Plan.

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 ten 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 last work day in June of each year. See annual evaluation schedule for the specific date each year.

MERIT PAY:

- Please reference [Merit Pay Program Overview](#), if applicable.
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Evaluation Rating Explanations

(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 Values						Supervisors Only	
<i>Collaboration & Teamwork</i>	<i>Diversity Commitment</i>	<i>Ethics & Integrity</i>	<i>Excellence</i>	<i>Learning & Innovation</i>	<i>Opportunity & Problem Solving</i>	<i>Fiscal Responsibility, Process Improvement & Sustainability</i>	<i>Supervisory & Coaching</i>
<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 innovative 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>Is familiar with the Universities Diversity, equity, Inclusion and Belonging Plan.</p> <p>Engages in behaviors to ensure a welcoming & inclusive environment where students and employees feel a sense of Belonging. ^(O&B)</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>Supports, promotes & develops University student enrollment & retention initiatives.</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 feedback to enhance individual and team performance.</p> <p>Provides performance feedback on a regular basis.</p> <p>Works to hire, retain and promote a diverse faculty and staff.</p> <p>Promotes a fair, equitable and respectful environment.</p>