

Employee Excellence Program (EEP) Performance Evaluation Form Southern Illinois University Edwardsville

SECTION I – Employment Data

Employee Name: _____ Banner ID #: _____
 Classification: Choose an item. Position Title / Number: _____
 Department: _____
 Period Covered From : _____ To: _____ Choose an item.

INTRODUCTION

The Employee Excellence Program (EEP) is an ongoing process designed to clarify employee job roles and expectations, to enhance supervisors/employee communication, to foster employee job effectiveness, to encourage employee development, and to provide a basis for human resource decisions. The purpose of this form is to provide a framework for the EEP process and to create a record of EEP discussions. A thorough presentation of the program is provided in the EEP Supervisor's Guide, which is available on the Office of Human Resources webpage. Please review the guide and this form in their entirety before you begin the EEP process. After completing the form, including all signatures indicated, make copy for employee, and return original to Office of Human Resources, Box 1040. See the EEP Supervisor's Guide for a description of required follow-up activity in cases of *Does Not Meet Standards of Performance that warrants a development of a Performance Improvement Plan (PIP). Supervisors are responsible for implementing the EEP process, including the timely completion of performance reviews.

SECTION II – General Performance Factors (Complete for All Employees including Managers and Supervisors)

Rating Elements		Check One Rating					*Comments are required for those ratings marked with an asterisk.
		Not Applicable	*Does Not Meet Standards of Performance	*Meets Standards With Recommended Improvement (s)	Meets Standards of Performance	*Exceeds Standards of Performance	
Job Knowledge							Comments:
A.	Possesses knowledge & skills necessary to perform job	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Keeps current with changes in the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Understands job requirements and department functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work							Comments:
A.	Is accurate and thorough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Makes consistent effort to listen, understand, and satisfy client/user needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Follows policies, procedures, regulations, and protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Uses equipment properly; avoids creating safety hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Productivity							Comments:
A.	Completes appropriate amount of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Manages time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Balances multiple job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Organizes work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication, Interpersonal Relationships, Teamwork							Comments:
A.	Shows tact, sensitivity, and diplomacy in dealing with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Keeps appropriate people informed in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Listens to other's view and encourages other to express their views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Sustains positive work relationships with others and resolves conflict with others directly, constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.	Responds positively to constructive suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F.	Contributes effectively to team assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dependability – Attendance							Comments:
A.	Completes work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Works independently; requires minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Reports to work on time and utilizes breaks appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Has infrequent unscheduled absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative – Problem Solving							Comments:
A.	Recognizes need for action and reacts appropriately/self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Takes on additional responsibility when and where needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Adapts well to change (e.g., schedules, procedures, priorities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Makes consistent efforts to listen to, understand, and satisfy client/user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.	Identifies potential problems, analyzes, formulates solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Responsibilities not listed above							Comments:
A.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION III – Complete for Managers and Supervisors Performance Evaluation Only

Rating Elements		Check One Rating					*Comments are required for those ratings marked with an asterisk.
		Not Applicable	*Does Not Meet Standards of Performance	*Meets Standards With Recommended Improvement (s)	Meets Standards of Performance	*Exceeds Standards of Performance	
Planning – Resource Management							Comments:
A.	Sets goals and plans for future development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Manages monetary resources effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Introduces appropriate technology into work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:
Hiring – Affirmative Action							
A.	Recruits and hires quality personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:
B.	Uses hiring and promotional opportunities to improve workplace diversity and meet affirmative action objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Resource Management							Comments:
A.	Plans and organizes workload and staffing, using staff time, skills and potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Achieves constructive working relationship between staff and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Manages change and achieves staff support of objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Shows fairness in dealing with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:
Employee Development							
A.	Evaluates performance regularly, accurately, and fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Coaches and reinforces performance to facilitate employee achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Assists and supports appropriate employee development opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Prepares employees to assume increased responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.	Acts quickly and appropriately on performance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:
Participative Management							
A.	Shares decision-making responsibility appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Provides employees with feedback and recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Holds regular employee meetings; keeps staff informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.	Seeks and listens to employee input/feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.	Encourages teamwork and group achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Comments:
Responsibilities not listed above							
A.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The primary duties, performance areas, development plans, and evaluation have been discussed with me; my signature does not necessarily indicate agreement. Also, the content of this form, the supervisor's role in planning the appraisal, his/her development progress, and suggestions for enhancing department operations can be included as employee's comments (employee is to use Employee Excellence Program Optional Employee Comments Form-Phase III as necessary).

Employee's Signature: _____ Date: _____

Employee's Printed Name : _____

Supervisor's Signature: _____ Date: _____

Supervisor's Printed Name/Title: _____

Department Administrator Signature: _____ Date: _____

Department Administrator Printed Name: _____

After completing the form, including all signatures indicated, make copy for employee, and return original to Office of Human Resources, Box 1040.