

Northeastern Illinois University
Administrative and Professional Staff Evaluation
(includes non-negotiated A&P and academic department chairs)

Period covered by this evaluation: _____

Name: _____ Department: _____

Title: _____ Date: _____

Note to Evaluator: Read the instructions below; then rate the employee on each characteristic by entering the appropriate number in the space provided.

4 = Outstanding: Performance is consistently exemplary in all respects. There is evidence of extra effort and results that exceed expectations.

3 = Good: Performance fully meets expectations, standards and requirements.

2 = Satisfactory: Performance minimally meets expectations, standards, and requirements in a given area.

1 = Unsatisfactory: Performance is unacceptable, below expectations and/or requirements, and specific improvement is necessary.

N/A = Not Applicable

I. ADMINISTRATIVE SKILLS:

a. Decision Making: uses good judgment, seeks out and utilizes relevant information, considers alternatives. _____

b. Delegation: utilizes staff and delegates appropriately. _____

c. Supervision: encourages staff participation, monitors constructively, and maintains appropriate levels of accountability. _____

d. Planning: Establishes objectives and activities related to goals _____

e. Effectiveness and Progress on Goals and Objectives: completes objectives and activities as planned. _____

f. Innovation: generates and utilizes new ideas to accomplish objectives. _____

II. COMMUNICATION SKILLS:

- a. Reporting: shares information accurately with peers, subordinates and superiors. _____
- b. Confidentiality: respects and maintains confidentiality. _____
- c. Writing: demonstrates effective writing skills (accuracy, clarity). _____
- d. Speaking: direct, effective, clear and concise in oral communication. _____
- e. Interacts well with peers and colleagues: establishes and maintains good working relationships. _____
- f. Interacts well with students: is accessible to students, interacts easily, and exhibits sensitivity to student needs and ability to build trust. _____
- g. Other: (explain) _____

III. WORKPLACE SKILLS:

- a. Promptness: meets established deadlines. _____
- b. Attitude: displays a positive attitude to constituents. _____
- c. Reliability: can be depended upon to complete assigned tasks as scheduled. _____
- d. Initiative: assumes responsibility to taking appropriate action with minimal direction. _____

IV. PROFESSIONAL DEVELOPMENT: engages in activities to become or remain current in the field. _____

V. OTHER REQUIRED JOB SKILLS (Specify): _____

VI. OVERALL: _____

I have reviewed and discussed this evaluation.

Signature of Employee

Date

Signature of Supervisor

Date

Employee may attach comments. If attached, indicate by checking box.