

NORTHEASTERN ILLINOIS UNIVERSITY

Performance Evaluation
For Civil Service Employees

PART I—Identifying Information

Complete all of the identifying information.

Name: _____ Dept.: _____

Class: _____ Rating Period: _____

Annual: _____ Probationary: 2 mo. 5 mo. 11 mo.

PART II—Evaluation

Complete sections A through F and include ratings in each area on the scale from 1-5 as indicated below.

- 5 = OUTSTANDING:** Performance is consistently exemplary in all respects. Performs additional duties or assumes more responsibility resulting in increased work flow. There is evidence of extra effort and results that exceed expectations.
- 4 = MEETS JOB REQUIREMENTS WITH DISTINCTION:** Accomplishes all duties in the task area with a level of proficiency, rarely makes errors and sets the pace for work flow in the assigned unit.
- 3 = MEETS JOB REQUIREMENTS:** Accomplishes duties in the task area in a reasonable and consistent manner with normal expectations of proficiency and facilitates the normal flow of work in the assigned unit. Performance meets expectations, standards and requirements of the given task.
- 2 = NEEDS IMPROVEMENT:** Performs duties to a level that is below the expectations of the position and is in need of improvement to meet the duties in the task area in a reasonable and consistent manner.
- 1 = FAILS TO MEET JOB REQUIREMENTS:** Fails to accomplish duties in the task area or performs them to a level that work must be redone, and normal flow of work in the assigned unit is disrupted. Performance is unacceptable and significant improvement is necessary.

In each section, insert the job duties as they are listed in the employee's job description. This can be done verbatim or by a summary of the duty if it is lengthy. If spaces are needed for additional job duties, use an additional evaluation form, or a blank sheet of paper. If there are a number of job duties with small percentages, they may be combined for inclusion in one section. Indicate the percent for each duty in the space provided.

All ratings should be accompanied by comments in the section indicated. This provides the employee with specific information about the rating received. In addition, the supervisor may evaluate other areas of performance not specifically listed in the job description. Space is provided for this purpose at the end of this part.

A.

Percent: _____

Comments:

Rating: _____

B.

Percent: _____

Comments:

Rating: _____

C.

Percent: _____

Comments:

Rating: _____

D.

Percent: _____

Comments:

Rating: _____

E.

Percent: _____

Comments:

Rating: _____

F.

Percent: _____

Comments:

Rating: _____

PART III—Goals

The employee and supervisor may set goals to be met during the next rating period. The goals may include an improvement plan or indicate a specific project or task to be undertaken. Further, the employee and supervisor may set training goals for the next rating period.

Goals:

Areas identified for training:

PART IV—Comments and Signatures

Supervisor's Comments:

Employee's Comments:

I have reviewed and discussed this evaluation:

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Reviewer's Signature: _____ **Date:** _____

Employees may attach comments to this document. Check the box if comments are attached.