



Due Date:

General Information

Position	Division/Office	Evaluation Type Periodic
Department	Job Description	

Rating Summary By: _____

Content

COMPETENCY SECTION | 4 POINT RATING SCALE SECTION WEIGHT 100 %

Evaluation Summary Rating (Chair)

Evaluation Summary Rating (Chair) ITEM WEIGHT 100 %

Please enter the overall rating from the Faculty Annual Evaluation Forms A & B.

SCORE	NAME	COMMENT
1	Does Not Meet Expectations	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
2	Meets Expectations	
3	Exceeds Standard	
4	Outstanding	

NARRATIVE SECTION | TEXT ONLY

Evaluation Summary Rating Rationale (Chair)

Evaluation Summary Rating Rationale (Chair)

Please provide a rationale for the rating provided, highlighting any significant accomplishments or areas of opportunity leading to your overall evaluation and any recommendations for future success.

COMMENT

Evaluation Overall Section | 4 Point Rating Scale

Overall Rating

SCORE	NAME	COMMENT
1	Does Not Meet Expectations	<div style="border: 1px solid black; height: 150px;"></div>
2	Meets Expectations	
3	Exceeds Standard	
4	Outstanding	

Rating Scales

4 Point Rating Scale

SCORE	NAME	DESCRIPTION
1	Does Not Meet Expectations	<p>Must improve to continue employment. Does not meet most performance requirements. Falls behind and doesn't make the effort to catch up. Demonstrates weaknesses in some key areas of the job. Includes one mistake after another, in some key areas of the job. Is holding up the work of other people or creating a burden for others who have to carry the load. Does not take advantage of changes in circumstances that could have resulted in exceeding original expectations. Is not redirected when new adversities jeopardize results.</p>
2	Meets Expectations	<p>Is fully satisfactory and covers the most important parts of the job. Requires only normal follow-up. Usually completes regular work and projects on schedule. Is adequate in key competency areas. Includes work that can be used without needing to verify. Makes a few minor errors and seldom repeats them. Adjusts to most favorable circumstances, increasing results accordingly. Fully adjusts and compensates for adverse changes in circumstance.</p>
3	Exceeds Standard	<p>Frequently exceeds position requirements on many aspects of the job. Completes challenging work goals and takes initiative to do extra projects or tasks. Is clearly outstanding, showing real strength in many areas. Because of personal strengths, is sought out as a resource by others. They are of outstanding quality. Their work is an example for others. Superb work is the norm. Provides support to others and serves as an example greatly contributing to work group success. Anticipates and maximizes opportunities to achieve the best possible results. Is at an outstanding level given the adverse changes in the environment.</p>
4	Outstanding	<p>Consistently scores above Exceeds Standards</p>