

OUACHITA BAPTIST UNIVERSITY

Support Staff Performance Review

EMPLOYEE NAME:	POSITION/TITLE:	REVIEW PERIOD
		FROM :
REVIEWING SUPERVISOR:	POSITION/TITLE:	TO:

<p>SECTION I: Indicate the performance level rating for each of the following key result areas. Include comments to explain the ratings. If a category does not apply, it should not be rated. Several examples of action are included under each key result area. These are provided as examples and are not meant to be inclusive of all proper action for that category.</p>				
Fails to Meet Standards	Needs Improvement to Fully Meet Standards	Meets Standards	Exceeds Standards	Far Exceeds Standards
1	2	3	4	5
QUALITY OF WORK: Work is complete, accurate and timely.		COMMENTS: RATING:		
PRODUCTIVITY: Tangible, reasonable output is evident Adjusts to unexpected changes in work demands Maintains a high level of constructive activity		COMMENTS: RATING:		
DEPENDABILITY: Attendance and punctuality Willingly accepts all aspects of job Demonstrates consistent, reliable work effort Follows-through on assignments		COMMENTS: RATING:		
RESPONSIBILITY: Handles multiple assignments effectively Willing to accept new challenges		COMMENTS: RATING:		
PUBLIC/STUDENT CONTACT: Projects positive, professional attitude at all times Demonstrates patience, consideration & respect for others Displays a willingness to effectively serve the needs of others		COMMENTS: RATING:		

<p>INITIATIVE:</p> <p>The amount of required supervision is appropriate for the position Assists others or takes on added responsibilities when time permits Strives to learn more about the job and the university</p>	<p>COMMENTS:</p> <p>RATING:</p>
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SECTION II: Potential areas for future performance development.

SECTION III: Summary of overall rating. Include summary of which areas most significantly affected the overall review.

<p>Fails to Meet Standards</p> <p>1</p>	<p>Needs Improvement to Fully Meet Standards</p> <p>2</p>	<p>Meets Standards</p> <p>3</p>	<p>Exceeds Standards</p> <p>4</p>	<p>Far Exceeds Standards</p> <p>5</p>
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OVERALL RATING:

(ADD ALL RATINGS ABOVE AND DIVIDE BY 6.)

COMMENTS OF EMPLOYEE:

SUPERVISOR/REVIEWING OFFICIAL	DATE	EMPLOYEE'S SIGNATURE	DATE