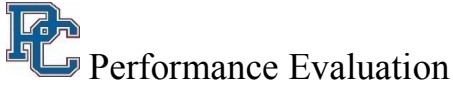


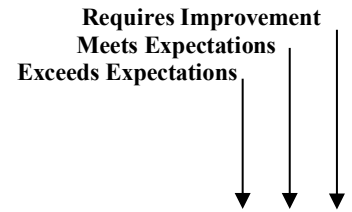
Mid-Year Evaluation December 2021

Use for All Employees (Officer, Director, Coach, Staff)

Employee Name	Department		
Job Title		Period covered by this evaluation FROM: 07/01/21 TO 12/31/2021	
Supervisor's Name	Supervisor's Title		



CHECK ONE
(Definitions defined on Instruction Sheet)
Attach comments as needed



Evaluate this individual based on their performance of Responsibilities as outlined in their job description and established annual goals. (List and add rows as needed)

Attach a copy of job description to evaluation form.

	Comments	Mid-year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		End of Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Comments	Mid year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		End of Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Comments	Mid year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		End of Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Comments	Mid year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		End of Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If applicable evaluate individual on compliance of NCAA rules and/or regulations within their area of responsibility that governs work with student –athletics.	Comments	Mid year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		End of Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Not applicable
 Requires Improvement
 Meets Expectations
 Exceeds Expectations

↓ ↓ ↓ ↓

Evaluate this individual using the following standards

(Add comments as needed in the section right below or add row/s to the individual question (ex: Productivity))

Productivity: Accomplishes standard work duties and assignments while maximizing time efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Works independently, anticipates and takes appropriate action on tasks and works to improve performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability: Accepts instructions and follows through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills: Establishes positive supportive relationships with coworkers; shows respect and is courteous toward others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality: Arrives on time for work & meetings, maintains work schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time off reporting: Follows policy on requesting and recording sick and or vacation leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making: Analyzes situations well, decides what needs to be done and takes appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration: Completes reports & forms in an accurate and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Responsibility: Prioritizes program needs and expenditures to stay within budget, etc. Orders and spends responsibly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervising: Regularly evaluates staff and provides feedback. Praises and disciplines appropriately, encourages staff development and treats staff in a respectful and consistent manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: Leads by example, motivates staff, fosters teamwork, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and supports College's strategic plan:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment Space for the above section on Standards:

Overall Evaluation
 Exceeds Expectations
 Meets Expectations
 Requires Improvement

Future Plans and Actions

Employee Comments

_____ Signature of Immediate Supervisor	_____ Date
_____ Vice President Signature (Signature indicates VP has reviewed the evaluation)	_____ Date

Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation and it has been discussed with you. If you wish, you may comment in the space above (Employee Comments section).

Employee's Signature

Date

REMINDER: THE JOB DESCRIPTION MUST BE ATTACHED TO THE PERFORMANCE REVIEW SUBMITTED TO THE HUMAN RESOURCE OFFICE.