Definitions of Performance Ratings: (TO BE USED IN RATING PERFORMANCE)

- **E** Excellent. Performance clearly exceeds most or all position requirements. Performance is of high quality and is achieved on a consistent basis.
- **G** Good. Competent and dependable level of performance. Meets the performance standards of the job.
- **I** Improvement Needed. Performance is deficient in certain areas. Improvement is necessary.
- **U** Unsatisfactory. Performance is generally unacceptable and requires immediate improvement.

Note: The descriptions below describe the performance for a “good” rating. Address in “Comments” either further detail regarding the “good” rating or an explanation of a rating other than “good.”

### QUANTITY AND QUALITY OF WORK

- Understands duties and how to perform them
- Provides quality customer service
- Follows instructions as directed
- Competes tasks on time and thoroughly
- Works safely following approved procedures
- Practices principles of sanitation; keeping work areas clean, handling food safely
- Understands and follows policies and procedures

### DEPENDABILITY

- Attendance
- Punctuality
- Meets deadlines and completes work on time

### INTERPERSONAL RELATIONS IN A DIVERSE COMMUNITY

- Maintains a good working relationship with others possessing language, cultural, ethnic, physical and other differences
- Works effectively with students and public
- Communicates accurately and clearly in both written and oral communication

### INITIATIVE

- Performs additional tasks to assist others after duties are completed
- Makes appropriate suggestions to improve operations
- Displays interest in cross-training or job expansion

List the major strengths of this employee to the work group and the University.

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Discuss areas of performance identified for improvement.

__________________________________________________________

__________________________________________________________

__________________________________________________________
List below training this employee received in the past twelve months.

Diversity: 

IIPP/Health and Safety: 

In-Service: 

Other: 

Recommended training for this coming year: 

Progress towards meeting current year goals: Please list goals/objectives below: Comment on the status of each goal. If a goal was not accomplished, please state why.

Goals/objectives for coming year: List below at least two goals/objectives and/or projects to be completed. List as a goal any area identified on this review for improvement. List also any training goals.

OVERALL PERFORMANCE RATING:

☐ Excellent ☐ Good ☐ Improvement Needed ☐ Unsatisfactory

If “Improvement Needed” or “Unsatisfactory” rating is checked, please complete: Follow-up evaluation scheduled for (Month/Day/Year):

EMPLOYEE COMMENTS:

The employee is encouraged to respond to this evaluation. The employee is further encouraged to suggest ways to improve operations. Attach a separate page if necessary.

Note: The employee’s signature indicates that he/she has reviewed and discussed this evaluation with the supervisor and does not imply that the employee either agrees or disagrees with this evaluation. A copy of this evaluation was given to the employee.

Employee Signature ___________________________ Date ____________

Supervisor Signature ___________________________ Date ____________

Next-Level Supervisor ___________________________ Date ____________

NDNU HR Director ___________________________ Date ____________

(NDNU HR Director signature required for Improvement Needed and Unsatisfactory rating.)