



Montana State University
Classified Employee Performance Evaluation
 (version 1)

Employee Name _____ GID (last 4 digits only) _____
 Position Title _____ Position Number _____
 Supervisor _____ Department _____
 Date of Review mm/dd/yyyy Period covered Fr: mm/dd/yyyy To: mm/dd/yyyy

Summary Evaluation

Consider the employee's ability in each of the criteria on the evaluation form and select the description which most appropriately summarizes this performance evaluation as a whole.

Needs Improvement	Meets	Exceeds
<input type="checkbox"/> Fails to meet performance standards for the position. Improvement is needed.	<input type="checkbox"/> Meets performance standards for the position. Consistently and effectively performs job duties.	<input type="checkbox"/> Frequently exceeds performance standards for the position. Employee makes unique and significant contributions to the department.

Note: By signing this form, the employee acknowledges only that this evaluation was discussed and a copy has been received by the employee, but does not necessarily indicate his/her agreement with the contents.

Employee's signature _____ Date _____

Supervisor's signature _____ Date _____

No later than April 15, 2009, a copy of the completed evaluation must be submitted to:

Employee & Labor Relations
201 Montana Hall

Employee and Supervisor should keep a copy of all completed evaluations.
 Last update: February, 2009

This Performance Evaluation Form is being provided as an appropriate tool to facilitate performance review for MSU's Classified Staff covered by the Montana University System Staff Compensation Plan. This form has been developed in conjunction with MPEA, but may be used by any classified staff member and supervisor.

The Classified Performance Evaluation is required by MSU policy and is conducted on an annual basis. The process is designed to bring staff and supervisors together in reviewing each employee's input into departmental and institutional goals and objectives. This should be a collaborative experience between the supervisor and employee, affording an opportunity to celebrate achievement and to promote professional development.

Participation in the process is a requirement in order to be eligible for any of the flexible pay options that currently exist.

Completed evaluation forms must be submitted to Employee and Labor Relations, 201 Montana Hall, no later than April 15, 2009.

PERFORMANCE CRITERIA

Please select the statement which most appropriately describes the employee's performance:

1. **Job Knowledge and Skills:** application of knowledge, skills and experience in performing the required job tasks and functions.

- Has sufficient knowledge to efficiently perform all expected functions of the job without instruction or assistance.
 Has the basic knowledge and skills to carry out the responsibilities of the job with only general supervision
 Lacks basic skills; needs instruction and guidance
 Other:

Employee Comment (optional):

Supervisor Comment (optional):

2. **Quality of Work:** accuracy, attention to detail, neatness and effective completion of assignments or tasks.

- Consistently achieves excellent quality; attentive to detail; achieves desired results
 Work is usually thorough and meets departmental and customer standards
 Meets minimum department and customer standards
 Work is often inaccurate or incomplete and requires checking
 Other:

Employee Comment (optional):

Supervisor Comment (optional):

3. **Resourcefulness:** efficiency, timeliness and consistency of work production; effectiveness in prioritizing work.

- Completes more work than expected; work is accurate and appropriate; seeks additional work when other responsibilities have been properly met.
 Completes all assigned work; sets priorities effectively

- Meets department and customer timeliness standards
- Works more slowly than required; assistance is necessary to complete tasks
- Other:

Employee Comment (*optional*):

Supervisor Comment (*optional*):

4. **Communication:** written, personal and oral communication skills (customer services techniques and skills); ability to collaborate and favorably represent the department.

- Possesses strong and effective communication skills; exhibits professionalism in carrying out responsibilities
- Has the basic required skills and communicates effectively
- Lacks the basic communications skills required; needs instruction and guidance to be effective
- Other:

Employee Comment (*optional*):

Supervisor Comment (*optional*):

5. **Working Relationships:** provides quality service to a diverse group of individuals. Treats all people with respect and civility. Offers assistance proactively and ensures timely and complete responses.

- Consistently contributes to meeting required objectives by positively promoting cooperation, productivity, and teamwork
- Works effectively and productively as a team member
- Prefers to work independently
- Reluctantly assists others; has difficulty providing the required level of cooperation needed to achieve teamwork
- Other:

Employee Comment (*optional*):

Supervisor Comment (*optional*):

6. **Reliability:** degree of supervision needed to carry out tasks to completion and to meet objectives; willingness to accept personal responsibility for their actions.

- Extremely dependable; anticipates needs and follows through promptly with a sound course of action
- Needs minimum guidance in the development of projects and the application of resources
- Completes set tasks and objectives
- Frequently does not follow instructions; requires supervision to complete assignments
- Other:

Employee Comment (*optional*):

Supervisor Comment (optional):

7. **Judgment:** ability to make sound and sensible decisions leading to effective solutions.

- Consistently demonstrates good judgment in analyzing and handling problems; exhibits good judgment in stressful situations
- Generally makes effective and sound decisions; judgments usually result in problem resolution
- Lacks basic decision making skills; problems typically remain unresolved
- Other:

Employee Comment (optional):

Supervisor Comment (optional):

SUPPLEMENTARY CRITERIA

Please check all that apply:

8. **Expertise:** demonstrates excellence in the requisite skills for the job; takes initiative in broadening own knowledge, and improves skills through professional development.

- Demonstrates an interest in learning; keeps current in field
- Produces high quality results; learns from mistakes
- Takes initiative to improve skills and proficiency
- Shares expertise with others
- Other:

Employee Comment (optional):

Supervisor Comment (optional):

9. **Ambassadorship:** reliably represents the department in all situations; consistently and positively promotes MSU's mission and achievements, on and off campus.

- Demonstrates excellence in modeling desired behaviors
- Serves as a catalyst for change through positive attitudes
- Is dedicated to the departmental/institutional mission
- Positively represents the University
- Other:

Employee Comment (optional):

Supervisor Comment (optional):

10. **Supervision of Others:** effectively and appropriately exercises responsibility and authority.

If the employee is not required to supervise others, please check "not applicable" and move on to the next section.

- Not applicable
- Demonstrates proper leadership
- Accepts responsibility and is accountable for own actions
- Maintains a positive attitude, even during challenging and difficult situations
- Ensures employees are given relevant tools, training, and support; develops employees' skills and abilities and motivates them to accomplish objectives
- Uses appropriate techniques to ensure all employees function well as a team
- Appropriately delegates responsibility and authority
- Proficiently monitors the work of others; clearly communicates departmental expectation; consistently conducts effective and well received performance evaluations
- Successfully motivates employees to accomplish objectives and meet performance standards
- Other:

Employee Comment (optional):

Supervisor Comment (optional):

ADDITIONAL SUPERVISOR COMMENTS (optional)

Strengths: highlight specific performance criteria (observable skills and behaviors) that contributed to the employee's accomplishments and performance.

Areas of Improvement/Development: this relates to improvement needed in current job performance as well as development needed to prepare for future assignments.

Overall Comments: consider overall performance in summarizing the employee's contributions.

ADDITIONAL EMPLOYEE COMMENTS (optional)