

**Montana State University**

**Employee Performance Evaluation**

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| --- | --- | --- | --- |
| **Employee Name** |  | **GID (last 4 digits)** |  |
| **Position Title** |  | **Position Number** |  |
| **Supervisor Name** |  | **Date of Review** |  |
| **Department** |  | **Period Covered** | July 1, 2021 – June 30, 2022 |

**Summary Evaluation**

Consider the employee’s demonstrated performance in each of the criteria on the evaluation form and select the description which most appropriately summarizes this performance evaluation as a whole. Ratings must include supporting evidence justifying each rating. Please consult with your HR Business Partner before giving a rating of “unacceptable performance.”

**All performance evaluations should be completed by June 30.**

**Employee:** Please check one “**E**” box in each area to reflect your performance. **Supervisor:** Please check one “**S**” box in each area to reflect employee performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unacceptable Performance**  **E S**    Performance does not meet expectations and must be improved. | **Below Expectations**  **E S**    Certain aspects of the performance do not meet expectations and could be improved. | **Acceptable Performance**  **E S**    Meets all expectations of the role and is a valued contributor to the success of the department’s mission. | **Strong Performance**  **E S**    Performance is strong and contributes significantly to achieving the department’s mission. | **Exemplary Performance**  **E S**    Unequivocally superior performance. |

**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

After conducting the evaluation, the supervisor should upload the completed document named ““EMPLOYEE LAST NAME\_FIRST NAME\_EVAL.2022” into DocuSign and route for signatures to the Employee (“Needs to Sign”), Supervisor (“Needs to Sign”) and a copy to “HR Performance Evaluations 2022” – address will auto populate (“Receives a Copy”). For assistance, contact your HRBP.

*Employee and Supervisor should keep a copy of all completed evaluations. Last update: February 2022*

**PROFESSIONAL CONTRACT PERFORMANCE EVALUATION**

Evaluate the employee’s performance based on the criteria itemized below. If appropriate, include in this evaluation the peer feedback solicited as additional input on the employee’s performance level.

**PERFORMANCE CRITERIA**

Key Responsibilities and Duties

Describe the major responsibilities. For each one, identify the most significant tasks and duties involved which will have the most importance in determining the employee’s overall performance level.

Employee comments

Supervisor comments

Scope of Control/Responsibility

Describe the span of control in terms of budget, size of staff, impact of decisions and other relevant indices.

Employee comments

Supervisor comments

Knowledge and Adaptability

Understanding and use of assignments; demonstrated confidence and professionalism; willingness to grow in a position.

Employee comments

Supervisor comments

Leadership

Effectiveness in directing, motivating, and evaluating the work of staff in the unit; quality of development assistance provided employees for professional growth; effectiveness in delegating and controlling work of subordinates.

Employee comments

Supervisor comments

Interpersonal Skills and Communication

Contribution to cooperative relationships with other university departments, students and the public; effectiveness of written and verbal communication; ability to create a positive environment; ability to build teamwork and cooperation with others within the outside of the department.

Employee comments

Supervisor comments

Planning and Organizational Skills

Success in planning, implementing and monitoring new and existing methods, procedures and programs; ability to set and achieve realistic objectives and to determine priorities; effectiveness in use of time; achievement of position deadlines.

Employee comments

Supervisor comments

Judgment and Initiative

Resourcefulness in accomplishing and solving problems; ingenuity in finding new solutions; ability to function with minimal supervision and control; decision making ability; desire for new responsibilities; ability to make program contributions and develop new methods and procedures.

Employee comments

Supervisor comments

Financial Management and Control

Ability to analyze and control expenditures with appropriate concern for cost control, effective use of available resources and maintenance of budget within prescribed limits.

Employee comments

Supervisor comments

Problem Solving/Decision Making Skills

Understanding factors in developing sound practical solutions; making prompts decisions, accepting responsibility; making creative contributions to solution of problems and resolution of disputes.

Employee comments

Supervisor comments

Supervision Received

Describe the level of supervision over this position in terms of decisions, authority level, expected amount of independent decision making, judgment and initiative required, etc.

Employee comments

Supervisor comments

Professional Development

Efforts to continue professional development in a specialized area of skill or expertise; research activities; publications; attendance at professional conferences; workshops and seminars, presentation of papers at professional meetings, conferences, etc.

Employee comments

Supervisor comments

Support of University Policies and Goals

Support for University goals and overall mission of institution, adherence to and support of the university policies such as affirmative action, selection and recruitment procedures, and overtime regulations; demonstrated ethical behavior; involvement in community service activities both on campus as well as within the external MSU Community.

Employee comments

Supervisor comments

Other: Compliance and Safety

Commitment to compliance with MSU and outside regulations (such as NCAA or Big Sky compliance, Clery, Title IX, National Science Foundation, State of Montana Regulations, etc.)

Completion of required and voluntary training to assist with meeting compliance obligations

Commitment to creating and maintaining a safe work environment for self and others

Employee comments

Supervisor comments

**GOALS AND OBJECTIVES**

This section should be used by the supervisor and employee in the process of mutually addressing goals and accomplishments from the last 12 months and developing goals and objectives for the next twelve-month period. Developmental objectives geared to the personal development of the individual employee may also be included.

**Employee**: Outline accomplishments and future goals.

**Supervisor**: Outline accomplishments and future goals.

**OVERALL EVALUATION OF PERFORMANCE**

Indicate overall assessment of employee’s performance. Included should be evaluation of employee’s proven ability to meet all position requirements, overall achievement of goals and objectives, and areas where improvement needed. If appropriate, indicate any special contributions or achievements accomplished by the employee during the review period. Employee is encouraged to comment on the amount of support provided by the supervisor during the review period.

Employee comments

Supervisor comments