

McMurry University
Employee Evaluation
(Approved, May 2015)

EMPLOYEE AND SUPERVISOR INFORMATION

Employee Name: _____

Job Title: _____

Department: _____

Supervisor: _____

Length of Time as Employee's Supervisor: _____

Next Level Manager (if applicable): _____

Date of Last Assessment or Date of Employment (whichever is most recent): _____

Verification

Employee's signature verifies that this evaluation has been reviewed with you and does not necessarily imply agreement.

Employee Signature Date

Evaluator Signature Date

Next Management Level Signature Date

Performance Ratings:

An employee who receives a rating of "Needs Improvement" or "Unacceptable" on any of the essential job functions and general performance categories must be reevaluated in those areas within 30-60 days.

Essential Job Functions:

Employees list essential job functions, from most important to least important. A function is essential if its removal would fundamentally alter the position. Describe each function in the space allotted. Fill in the appropriate rating for each essential function and provide examples of employee behavior that reflect the rating.

Assessment: 5: Far exceeds expectations. 2: Needs improvement
 4: Exceeds expectations. 1: Unacceptable.
 3: Meets expectations. NA: Not observed

Job Functions (See Job Description)	Employee	Supervisor
Job Function #1: Established Standards: Employee Example: Supervisor Example:		
Job Function #2: Established Standards: Employee Example: Supervisor Example:		
Job Function #3: Established Standards: Employee Example: Supervisor Example:		
Job Function #4: Established Standards: Employee Example: Supervisor Example:		
Job Function #5: Established Standards: Employee Example: Supervisor Example:		
TOTAL		
Average		

Developmental Plan for Essential Job Functions:

Supervisors must provide a developmental plan for areas marked "needs improvement or unacceptable".

Key Performance Indicators: Review each category and rate in the space provided at right.

Assessment: 5: Far exceeds expectations. 2: Needs improvement
 4: Exceeds expectations. 1: Unacceptable.
 3: Meets expectations. NA: Not observed

	Core Value Supported	Employee	Supervisor
1. Is focused on exceeding customers' expectations	Excellence as the Goal of Life		
2. Seeks new ways of doing things; is an innovator	Learning as the Journey of Life		
3. Is an effective communicator	Personal Relationships as the Catalyst for Life		
4. Is trustworthy	Excellence as the Goal of Life		
5. Is competent	Learning as the Journey of Life		
6. Demonstrates empathy for others	Personal Relationships as the Catalyst for Life		
7. Values differences	Christian Faith as the Foundation of Life		
8. Is team oriented	Personal Relationships as the Catalyst for Life		
9. Seeks to improve group and own job processes	Learning as the Journey of Life		
10. Produces high quality work product	Excellence as the Goal of Life		
11. Takes an initiative in defining scope of work	Service as the Measure of Life		
12. Work is completed in a timely manner	Service as the Measure of Life		
13. Demonstrates a strong work ethic	Excellence as the Goal of Life		
14. Demonstrates good work habits	Service as the Measure of Life		
15. Takes responsibility for own career development	Learning as the Journey of Life		
16. Acts in a way that supports the mission, vision, & core values of the university.	Christian Faith as the Foundation of Life		
TOTAL			
Average			

Developmental Plan for Key Performance Indicators:

Supervisors must provide a developmental plan for areas marked "needs improvement or unacceptable."

Developmental Goals:

A. Goals and objectives attained during the evaluation period. Reference specific goals and objectives established since last evaluation. If you have not previously completed an evaluation with your current supervisor, please skip section A and start with section B.

B. Goals/objectives established for next evaluation period. Note: These goals should be related to the university and departmental strategic plans.

C. How can McMurry University or your supervisor help you achieve your goals?

Overall Evaluation: *Do not complete this section until employee and employer have met and discussed the formal evaluation.*

Additional Comments:

A. Evaluator:

B. Employee: