



# ARKANSAS STATE UNIVERSITY NEWPORT

## PERFORMANCE EVALUATION

This performance evaluation instrument will be used as a communications tool to assist in development and in Human Resources decisions.

### ARKANSAS STATE UNIVERSITY-NEWPORT

Our mission is to provide:  
Integrity of Programs and Services;  
Affordable Life Long Learning; and  
Enhanced Quality of Life  
In the Diverse Community We Serve.

Employee Name

Job Title

Supervisor's Name

Date of Evaluation

### Evaluation Standards

U—Unsatisfactory:	Significant problems; performance does not meet requirements and objectives.
S—Satisfactory:	Meets performance requirements and objectives.
A—Above Average:	Consistently exceeds requirements and objectives.
E—Excellent:	Significantly exceeds all requirements and objectives; outstanding performance.

### Overall Evaluation (please circle one)

**Unsatisfactory**

**Satisfactory**

**Above Average**

**Excellent**

Review duties/responsibilities and describe actual results. Note major contributions and where effectiveness could be increased. Any evaluation of "Unsatisfactory" within the entire evaluation must be explained in this section

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Employee Name: \_\_\_\_\_

**Performance Review**

(Please circle one or X out if not applicable)

U S A E	Job Knowledge -- Evaluate the use of information, procedures, materials and techniques, etc., required for current job.
U S A E	Quality -- Evaluate the accuracy, completeness and follow-through of work and health and safety rules and procedures.
U S A E	Planning/Organizing -- Evaluate areas such as varying work demands, developing efficient methods, setting goals and objectives, establishing priorities and utilizing available resources.
U S A E	Productivity -- Evaluate the volume and timeliness of work based on the requirements of the job.
U S A E	Initiative -- Evaluate the self-starting ability, resourcefulness, and creativity as applied to the duties of the position.
U S A E	Coordination/Team Work -- Evaluate interpersonal relationships with other employees, students, and faculty and willingness to help others accomplish tasks.
U S A E	Dependability -- Evaluate punctuality, regularity in attendance, meeting deadlines and performing work without close supervision.
U S A E	Public Relations -- Evaluate ability to communicate with public in a helpful and informative manner.
U S A E	Conduct -- Evaluate ability to behave in a manner consistent with the university mission.
U S A E	Optional Factor -- (To be used to evaluate a particular aspect of the position which is peculiar to that position, in the judgement of the supervisor.)

**Supervisory Performance Review (additional factors for employees with supervisory responsibilities)**

U S A E	Leadership -- Evaluate areas such as setting realistic expectations; encouraging efficient, productive performance; providing good managerial example; inspiring enthusiasm for professional goals; and interpersonal communication skills.
U S A E	Delegating -- Evaluate areas such as utilizing capabilities of people and resources, distributing work, and regulating work flow.
U S A E	Development of Subordinates -- Evaluate aspects such as providing career development resources and offering guidance; communicating priorities, goals and objectives; and giving clear task instructions
U S A E	Affirmative Action Objectives -- Evaluate efforts and achievements in the furtherance of staff personnel equal opportunity and affirmative action objectives.
U S A E	Optional Factor -- (To be used to evaluate a particular aspect of the position which is peculiar to that position, in the judgement of the supervisor.)