



**EVALUATION FORM FOR  
NONCLASSIFIED EMPLOYEES**

*Complete and return to the Human Resource Management Office.*

**Person Evaluated:**

**Evaluated by:**

**Name** \_\_\_\_\_

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Title** \_\_\_\_\_

**Unit** \_\_\_\_\_

**Unit** \_\_\_\_\_

**SECTION I. To be completed by the employee.**

*A. Discuss accomplishments made in the last year.*

*B. Discuss the major goals you would like to accomplish in the coming year.*

**SECTION II. To be completed by the supervisor.**

*For each of the following areas, enter comments describing, strengths, opportunities for improvement, any specific expectations for next year, and general assessment of performance.*

1. **General Operations.** Has adequate technical expertise to accomplish job duties. This includes subject matter and managerial and operational skills. Sees that work of self and/or subordinates or unit is accomplished in a timely manner and is of good quality. Designs work flow, methods and procedures which take into consideration impact on unit and other employees. Makes effective use of available technology.
  
2. **Working Relationships.** Maintains effective relations with supervisor, subordinates (if any), administrators, clientele, coworkers, peers, and other offices. Maintains a service-oriented philosophy. Is a team player. Maintains open and effective communications.
  
3. **Planning.** Makes effective short-term plans. Anticipates long-range challenges and opportunities. Establishes appropriate goals and follows through. Uses realistic work methods and timetables for achieving goals. Gets input from others as appropriate. Looks for innovative ideas. Adapts well to organizational change and new ideas, methods, and approaches.
  
4. **Professionalism.** Represents the organization in a positive manner. Respects and follows internal policies, procedures, and work rules. Effectively utilizes financial and human resources and equipment and facilities. Maintains a professional atmosphere in the office. Ensures that work produced is professional in nature and appearance.
  
5. **Leadership and Supervision (if applicable).** Motivates employees. Practices management principles that facilitate the development of employees in terms of their productivity and ability to contribute to the overall mission of the organization. Leads by example. Evaluates subordinate performance effectively. Addresses performance problems and recognizes good work. Provides adequate training for employees.

**GENERAL COMMENTS BY SUPERVISOR:**

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*I have received a copy of this evaluation. My signature does not imply agreement or disagreement.*

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_