

**POINT LOMA NAZARENE UNIVERSITY
PERFORMANCE EVALUATION - NONEXEMPT STAFF**

NAME _____ POSITION _____ DATE _____, 2015
Supervisor Name _____

Carefully evaluate employee's work performance in relation to current job requirements. Place an "X" in the box immediately to the left of the selected rating.

- Commendable:** Performance regularly exceeds expectation. Their work motivates other employees to work at their level.
- Achieves:** Regularly meets and may occasionally exceed expectation. Work product is good, makes few errors.
- Needs Improvement:** Though sometimes meets expectation, performance is inconsistent in this area. Requires regular follow-up, direction, and correction.
- Unsatisfactory:** Performance consistently does not meet expectations. Major deficiencies require immediate attention and improvement.

*NOTE: A Performance Improvement Plan **MUST** be attached if three or more items are marked as "Needs Improvement" and/or one item is marked as "Unsatisfactory"*

1. KNOWLEDGE OF WORK:

a. Consistently displays a sound understanding of duties.

Commendable Achieves Needs Improvement Unsatisfactory

b. Is very flexible in meeting new obligations.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

2. QUANTITY OF WORK:

a. Works fast and efficiently.

Commendable Achieves Needs Improvement Unsatisfactory

b. Consistently exceeds the work output required.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

3. QUALITY OF WORK:

a. Work is exceptionally accurate and neat, practically no mistakes or errors.

Commendable Achieves Needs Improvement Unsatisfactory

b. Employee seldom needs supervision.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

4. JUDGMENT:

a. Consistently recognizes need for making decisions on his/her own.

Commendable Achieves Needs Improvement Unsatisfactory

b. Demonstrates creativity and initiative.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

5. COOPERATION:

a. Demonstrates a positive attitude toward job responsibilities.

Commendable Achieves Needs Improvement Unsatisfactory

b. Demonstrates a willingness to assist co-workers and superiors, both in own and other areas.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

6. RESPONSIBILITY:

a. Properly accepts and follows directions.

Commendable Achieves Needs Improvement Unsatisfactory

b. Consistently does what is expected.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

7. DEPENDABILITY:

a. Can be counted upon to report to work on time.

Commendable Achieves Needs Improvement Unsatisfactory

b. Puts in a full day's work and reports absences to superior.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

8. CUSTOMER SERVICE:

Demonstrates a positive attitude when responding to customer requests and concerns. Always attempts to be helpful. (Note: Who is your customer? This will depend on who your department serves, e.g., students, PLNU employees from other departments, external constituencies.)

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

9. SAFETY:

a. Consistent ability to work safely in all areas of the job. Applies safe work habits for the safety of self and co-workers.

Commendable Achieves Needs Improvement Unsatisfactory

b. Shows a definite positive attitude toward safety and a good knowledge of existing rules and regulations dealing with safe-work practices.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

10. (For Departments required to comply with NCAA guidelines) Does this person demonstrate knowledge of and compliance with all PacWest and NCAA rules and regulations?

Yes No N/A

Please complete for staff having supervisory responsibilities:

11. SUPERVISORY ABILITY: Effectively supervises and delegates work to subordinates.

Commendable Achieves Needs Improvement Unsatisfactory

Comments:

JOB DESCRIPTION REVIEW: Review the current job description and indicate the action that was taken.

- No changes were made
- Changes were made – updated copy sent electronically to Human Resources.

PERFORMANCE AND DEVELOPMENT PLAN: Establish specific goals for the coming year for Performance and Development:

Performance and Development goals from last year completed: Yes No Partial

Comments (evaluation of the achievements)

Goals for the Year Establish a minimum of two specific goals for the coming year.

Goal:
Due Date:

Goal:
Due Date:

Goal:
Due Date:

Development Objectives Establish professional or personal development objectives. A minimum of one is required.

Goal:
Due Date:
Action Plan:

Goal:
Due Date:
Action Plan:

Employee signature below indicates the following:

- You have read and discussed the review with your supervisor
- You agree to respect and abide by the Community Life Covenant as affirmed by the Board of Trustees of Point Loma Nazarene University

Note: Employee signature does not necessarily indicate agreement with the contents of the evaluation.

Employee _____ Date _____

Supervisor _____ Date _____

Employee Comments: Is there anything not covered in this evaluation which you would like to mention? Is there anything your supervisor could do to assist in your job performance? (Use extra sheets

as needed)