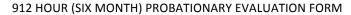
STAFF PERFORMANCE EVALUATION





EMPLOYEE INFORMATION		
EMPLOYEE NAME:		
POSITION NAME:		
DEPARTMENT:		
POSITION START DATE:		
TIME IN PRESENT POSITION:		
ONE YEAR (1824 HOUR) PROBATION END DATE:		
EXEMPT ADMINISTRATOR'S NAME:		
DATE OF THIS REVIEW WITH EMPLOYEE:		

If at <u>any stage</u> in the probationary period you have serious concerns about the employee's ability to meet a satisfactory standard of performance, you must contact Human Resources to determine the effective handling of these concerns.

This evaluation assumes that the employee is aware of the duties of the position.

PART I — JOB DUTIES

re the core job duties of the position being performed at a satisfactory standard?					
□ YES □ NO (If no, you must complete the section below.)					
JOB DUTIES DEVELOPMENT (if applicable)					
For each job duty which is not being performed at a satisfactory level, please identify the job duty and describe what is necessary to bring it to a satisfactory level.	tion below.)				
	_				
	_				
	_				

PART II – PERFORMANCE FACTORS

In the event that an area of performance needs improvement, you must complete page 4 of this evaluation (Job Performance Development).

PERFORMANCE FACTOR RATING SCALE	
SATISFACTORY	The employee has met a satisfactory standard of performance for this factor.
NEEDS IMPROVEMENT	The employee has failed to meet one or more of the significant performance expectations for this factor.
NOT APPLICABLE	If you feel that the item is not relevant to the job this person performs, please leave the response blank.

PERFORMANCE FACTORS	SATISFACTORY	NEEDS IMPROVEMENT
1. Arrives for work on time.		
2. Arrives for meetings on time.		
3. Meets work deadlines.		
4. Identifies problems.		
5. Proposes solutions to problems.		
6. Takes appropriate action on problems as necessary.		
7. Sets appropriate priorities for tasks.		
8. Uses time effectively.		
9. Consults with supervisors and co-workers as necessary.		
10. Works without supervision as necessary.		
11. Demonstrates effective leadership skills as appropriate.		
12. Demonstrates initiative as appropriate.		
13. Effectively collaborates with other department members as necessary.		
14. Deals effectively and professionally with employees in other areas.		
15. Responds appropriately to feedback on job performance.		
16. Demonstrates appropriate knowledge of UFV practices and policies relevant to position.		
17. Demonstrates appropriate interactions with students.		
18. Demonstrates appropriate interactions with the public.		
19. Deals appropriately with confidential information.		
20. Deals appropriately with sensitive situations.		
21. Manages information and data effectively.		

Please describe what is necessary to bring the performance to a satisfactory standard for each factor that was identified as needing improvement.

NUMBER OF PERFORMANCE FACTOR	NECESSARY	ACTION	
EMPLOYEE NAME		EMPLOYEE SIGNATURE	DATE
20.22.03002		20.22 0.000.000	2 2
EXEMPT ADMINISTRATOR	NAME	EXEMPT ADMINISTRATOR SIGNATURE	DATE
(Supervisor or Director)			2 2
EXEMPT SR. ADMINISTRAT	OR NAME	EXEMPT SR. ADMINISTRATOR SIGNATURE	DATE
Dean, VP, or AVP)	ON HAIVIE	EALINI 1 SIL ADMINISTRATOR SIGNATORE	