

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

STAFF PERFORMANCE EVALUATION FORM

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

Date \_\_\_\_\_

Title \_\_\_\_\_ Pay Grade \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_

Department \_\_\_\_\_ Dept.# \_\_\_\_\_

Annual \_\_\_\_\_ Probationary \_\_\_\_\_

**Circle One Per Category**

|                                | <u>Unsatisfactory</u>   | <u>Marginal</u>   | <u>Satisfactory</u>                              | <u>Excellent</u>  | <u>Exceptional</u>                                   |
|--------------------------------|---|---|--|---|--|
| <b>1. Quality and Quantity</b> |   |   |  |   |  |
| Accuracy                       | Continually makes errors in work.                                       | Errors common; work must be checked.  | Very few errors made.                            | Work nearly always error-free.                          | Work is consistently error-free.                     |
| Neatness                       | Work is often sloppy.   | Neatness of work is below average.  | Work is usually neat.                            | Work is very neat.                                      | Neatness of work is outstanding.                     |
| Thoroughness and timeliness    | Often work is not completed in a timely manner. Offers incomplete work. | Deadlines met on occasion; often incomplete, not well developed, or projects take longer than expected. | Deadlines and expectations usually met.          | Exact and precise most of the time. Deadlines observed. | Always accurate, timely and well developed.          |
| Volume                         | Does not provide at adequate level.                                     | Often produces below expectation.   | Meets average requirements in volume.            | Produces more than required. Industrious.               | Superior production record. Very industrious.        |
| <b>2. Job Knowledge</b>        |   |   |  |   |  |
| Skills                         | Poorly equipped to perform many aspects.                                | Lacks training in some areas of job.  | Generally knowledgeable about most areas of job. | Understands all aspects of job.                         | Complete mastery. Able to train others.              |
| Training                       | Does not respond well to training either by supervisor or peer.         | Often slow to respond to training.  | Normally responds well to training.              | Responds to training with enthusiasm.                   | Very quick learner. Appreciates learning new things. |

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|---------------------------------|--|--|---|--|--|
| Self-Improvement                | Makes no attempt to improve self.  | Occasionally makes effort at self-improvement.                                     | Makes some effort to improve.   | Often involved in methods of self-improvement.   | Constantly looking for ways to improve and gain knowledge.                                       |
| Oral/Written Communication      | Is not able to communicate well verbally and/or in written form.             | Communication skills are poor but usually able to get message across.              | Average ability to communicate verbally and/or in writing.            | Able to communicate effectively in both oral and written form.                         | Highly developed communication skills. Communicates extremely well.                              |
| Decision-Making                 | Not capable of making any effective job-related decisions.                   | Occasionally able to make effective decisions.                                     | Can usually make effective work-related decisions.                    | Able to make good work-related decisions.  | Makes timely and well thought-out decisions. Relied upon to do so.                               |
| <b>3. Initiative</b>            |  |  |   |  |  |
| Goal Setting/ Planning          | Unable to plan or prioritize work. Puts forth little effort. Sets low goals. | Must work with supervisor to plan and prioritize work.                             | Usually plans work well, rarely errs in choice of work to perform.    | Prioritizes and plans work well. Has desire to achieve.                                | Maintains high degree of planning and prioritizing skills. Achiever.                             |
| Organization of Work            | Unable or unwilling to work in an organized manner or environment.           | Occasionally attempts to organize work.  | Usually well organized.   | Effective organizer.   | High degree of organization skills.  |
| Creativity                      | Cannot or does not suggest new ideas.  | Rarely offers new ideas or concepts.   | Occasionally presents new ideas or better ways of doing things.       | Often has new ideas or suggests ways to streamline; does original work.                | Creative in performing and developing job. New ideas well thought-out.                           |
| Resourcefulness                 | Unable to solve problems or locate answers to questions.                     | Needs considerable assistance from supervisor or co-workers to locate answers.     | Shows some resourcefulness in problem solving. Needs some assistance. | Rarely has difficulty in locating needed information.                                  | Exhibits high degree of independence in solving problems or finding needed information.          |
| Adaptability/ Versatility       | Unwilling to change job duties or departmental procedures. Inflexible.       | Objects to or resists change in job duties or procedures. Adjusts with difficulty. | Usually accepts changes in job duties or departmental procedures.     | Accepts changes well with minimum difficulty. Adaptable.                               | Willingly accepts change and assists in making change more acceptable to others. Very adaptable. |
| <b>4. Attitude/ Cooperation</b> |  |  |   |  |  |
| General Attitude                | Poor attitude. Does not accept constructive criticism.                       | Attitude often poor. Tendency to respond poorly to criticism.                      | Generally displays good attitude. Able to respond to criticism.       | Consistently displays positive attitude. Accepts & responds to constructive criticism. | Exceptional attitude. Responds positively and immediately to criticism.                          |

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|---|--|---|--|--|--|
| Interest of Job   | Shows lack of interest in performing or improving.                                     | Tries occasionally to improve performance.  | Shows interest in performance and job.   | Attempts to improve self and to work more effectively.                           | Makes consistent effort to gain knowledge and to improve ability to do job.  |
| Ability to Work Under Pressure                          | Unable to work under pressure or deal with stressful situations.                       | Has difficulty in dealing with job pressure and stress.   | Usually handles pressure and stressful situations, but experiences some difficulty.          | Able to cope with stressful situations.  | Effectively handles job pressure and stressful situations.   |
| Interaction with Co-Workers (within Department)         | Does not work well with co-workers. Poor interaction skills.                           | Sometimes has problems working with peers.  | Works well with co-workers. Rarely displays bad feeling.                                     | Effectively deals with peers on a regular basis.                                 | Goes beyond expectations to develop good relation with co-workers.   |
| Interaction with Public (visitors, residents, students) | Very rarely offers assistance. Often shows lack of consideration.                      | Slow to help. Sometimes treats public with little courtesy.   | Usually courteous, considerate and helpful.  | Treats public well. Very helpful, offers assistance.                             | Does outstanding job dealing with the public.  |
| Interaction with Supervisor                             | Avoids contact or displays inappropriate behavior. Shows anger, hostility.             | Deals poorly with supervisor. Sometimes questions authority or does not respond.                    | Contact generally appropriate.   | Positive relationship with supervisor. Rarely exhibits problem behavior.         | Outstanding relationship with supervisor. Cheerful, cooperative.   |
| <b>5. Reliability</b>                                   |  |   |  |  |  |
| Attendance  | Absent often.  | Misses days fairly often.   | Misses only occasional days.   | Rarely absent. Averages 2-3 days per year.                                       | Never absent without justifiable reason.   |
| Notification/Justification of Absences                  | Often doesn't notify department of absences or justification rarely credible.          | Doesn't always notify department of absences in proper time frame, sometimes without justification. | Usually notifies department in timely fashion, usually with appropriate justification.       | Notifies department in timely fashion, rarely without appropriate justification. | Always notifies department in timely fashion. When unexpected absences occur, makes appropriate arrangements for work assignments. |
| Punctuality   | Regularly late. Rarely has valid excuse.   | Late often. Uses variety of excuses.  | Occasionally late, but with valid excuse.  | Prompt. Late on rare occasions only.   | Always ready to work on time or earlier.   |
| Use of Work Time  | Makes poor use of working day. Wastes considerable time; often away from work station. | Works according to minimal University expectations. Spends some time socializing.                   | Works according to departmental expectations. Takes appropriate time away from work station. | Makes good use of working hours. Does not waste time.                            | Willing to work beyond prescribed hours as necessary. Goes beyond expectations.  |

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|--|---|--|---|--|--|
| Follows Orders/<br>Procedures                      | Unable to follow procedures/orders. Often does not comply.  | Unwilling to follow orders. Complains or expresses displeasure.                            | Able to follow orders and/or procedures.  | Willingly follows orders and changes in procedure.   | Able to follow orders and can work as catalyst to encourage others to do                         |
| Confidentiality                                    | Proven unable to respect confidential information. Frequently displays unethical behavior.            | Cannot be trusted to maintain confidentiality; lacks understanding of professional ethics. | Basic understanding of professional ethics. Can be trusted with routine information.            | Can be trusted with most confidential information and generally displays ethical manner.               | Extremely trustworthy. Can deal very effectively with confidential information.                  |
| 6. <b>Personal Appearance</b>                      | Poor grooming habits. Usually inappropriately attired.  | Sometimes untidy and careless. Occasionally inappropriately attired.                       | Usually good. Clean, tidy, appropriate.   | Careful about appearance. Well groomed.  | Always immaculate and appropriately dressed.   |
| 7. <b>Health and Safety</b>                        |   |  |   |  |  |
| Safe Work Practices                                | Ignores or refuses to utilize recognized and established safe work practices and procedures provided. | Utilizes safe work practices and procedures only when convenient or supervised.            | Performs work utilizing safe work practices and procedures routinely.                           | Makes health and safety issues a top priority.   | Sets a good example and encourages employees to follow health and safety precautions.            |
| Protective Equipment (PPE) Use                     | Ignores or refuses to wear PPE when required.   | Occasionally wears PPE or knowingly wears PPE incorrectly.                                 | Properly wears and maintains PPE when instructed.   | Wears and maintains PPE on a regular basis, if applicable. Occasionally needs to be reminded to do so. | Always properly wears and maintains PPE, when applicable.  |
| Accident, Incident and Near Miss Reporting         | Fails to report accidents, incidents or near misses to supervisor.                                    | Reports some accidents, incidents to supervisor, but not immediately.                      | Reports accidents, incidents and near misses employee is involved in to supervisor immediately. | Reports all accidents, incidents and near misses to supervisor immediately.                            | Reports accidents to supervisor immediately and assists in investigation and corrective actions. |
| 8. <b>Supervision</b>                              |   |  |   |  |  |
| (To be filled out for supervisory personnel only.) |   |  |   |  |  |
| Motivation   | Makes no attempt to motivate employees.   | Rarely tries to motivate employees.  | Makes an effort to keep employees motivated.  | Puts forth a great deal of effort to motivate.   | Extremely effective in keeping employees well motivated.   |
| Training - Work Procedures                         | Poor training skills. Does not make training opportunities available.                                 | Minimal training skills. Trains only as required.  | Capable trainer. Makes training opportunities available.  | Good trainer. Keeps employees aware of changes.  | Highly skilled at training employees. Freely shares knowledge.                                   |

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|-----------------------------|---|--|--|---|--|
| Hazard Communication/Safety | Has not received mandatory training. Does not provide for mandatory training to employees and does not encourage safe work practices. | Allows training and encourages safe work practices only when pressured to do so. | Makes training opportunities available. Presents safe work practices to employees. | Attends and provides mandatory training in house or enrolls employees in outside training. Encourages and enforces safe work practices for all employees. | Ensures all employees, including themselves, have attended mandatory training, ensures all employees receive training annually and keeps employees updated as new hazards are introduced in the workplace. Creates an atmosphere where working safely is a priority. |
| Delegation                  | Cannot delegate to appropriate subordinates.  | Delegates some but feels compelled to do most of the work.                       | Usually delegates work.  | Able to delegate as appropriate.  | Delegates to staff and gives credit to appropriate employees.  |
| Conflict Resolution         | Allows employees to deal with conflicts. Makes no effort to assist.   | Rarely assists in resolving conflicts. Ineffective.                              | Tries to work with employees to resolve problems.                                  | Skilled in resolving conflicts.   | Highly skilled in conflict resolution. Anticipates problems.   |
| Objectivity                 | Uses poor judgement in interaction with subordinates. Does not treat all in a like manner.  | Some inconsistent behavior. Often lacks objectivity.                             | Fairly objective. Usually shows good judgement in interaction with subordinates.   | Treats employees objectively. Shows no favoritism. Interacts well.  | Extremely capable of dealing with employees in an objective, fair manner.  |

9. **Comments:**

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**10. Major Strengths:**

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**11. Major Weaknesses:**

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**12. Recommendations for Improvement of Job Performance/Goals:**

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**13. Employee Comments:**

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**Overall Evaluation:**

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|-----------------------|-----------------|---------------------|------------------|--------------------|
| <b>Unsatisfactory</b> | <b>Marginal</b> | <b>Satisfactory</b> | <b>Excellent</b> | <b>Exceptional</b> |
| __ X0 points          | __ X1 point     | __ X2 points        | __ X3 points     | __ X4 points       |

Total number of Points:\_\_\_ Overall Performance:\_\_\_\_\_

Date of Review:\_\_\_\_\_ Signatures: Employee:\_\_\_\_\_

Supervisor:\_\_\_\_\_

cc: Department Head

THE UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

STAFF PERFORMANCE EVALUATION FORM

ENVIRONMENTAL HEALTH AND SAFETY OFFICE

**Non-Supervisory Personnel**

|           |                                 |
|-----------|---------------------------------|
| 0 - 15    | Unsatisfactory Work Performance |
| 16 - 35   | Marginal Performance            |
| 36 - 59   | Satisfactory Performance        |
| 60 - 83   | Satisfactory Performance        |
| 84 - 107  | Excellent Performance           |
| 108 - 120 | Exceptional Performance         |

**Supervisory Personnel**

|           |                                 |
|-----------|---------------------------------|
| 0 - 19    | Unsatisfactory Work Performance |
| 20 - 43   | Marginal Performance            |
| 44 - 71   | Satisfactory Performance        |
| 72 - 99   | Satisfactory Performance        |
| 100 - 127 | Excellent Performance           |
| 128 - 144 | Exceptional Performance         |