

MISSOURI SOUTHERN STATE UNIVERSITY
ANNUAL PERFORMANCE EVALUATION
FOR
ADMINISTRATIVE AND PROFESSIONAL EMPLOYEES

Employee Name: John Hogue Date: 5/22/2018
Job Title: Assessment Coordinator Dept./Office: FE
Reviewing Supervisor: Josephine Welsh

PERFORMANCE APPRAISAL FACTORS

For each factor described below, rate the employee's performance and comment.

- **Outstanding:** Performance far exceeds expectations.
- **Above Average:** Performance exceeds expectations.
- **Average:** Performance is at the level expected of a trained, experienced successful employee.
- **Below Average:** Performance falls short of what is expected of a trained, experienced employee. If improvement is not demonstrated, performance at this level will at some point be considered unacceptable.
- **Unsatisfactory:** Performance fails to meet the requirements of the position.

1. Job Knowledge/Technical Skills: A clear understanding and application of current information, resources, methods and procedures necessary to perform assigned work.

Above average - helps faculty with resources needed to carry out assessment

2. Quality Standards and Work Results: Maintaining quality standards while producing accurate, thorough and complete work.

Average

3. Teamwork/Interpersonal Skills: Being respectful and interacting with others in a cooperative effort to achieve common objectives.

Outstanding - Many faculty + staff comment on pleasant disposition.

4. Organization: Prioritizing workload and handling multiple assignments in a timely manner.

Above average - many tasks to manage well

5. Decision Making/Problem Solving: The logical process of analyzing information, considering alternatives, developing conclusions, determining and implementing appropriate action plans.

Above average - appropriately seeks consult when high stakes involved

EMPLOYEE REVIEWED: _____

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John Hogue

6. Initiative/Creativity: Developing and implementing new ideas and methods with minimum direction.

outstanding
e.g. IPE work

7. Communication Skills: Delivery, exchange and understanding of written and verbal information.

average

8. Dependability: Reliability in performance of assigned work. Adherence to required work schedule.

average

PERFORMANCE SUMMARY

1. Strengths: List the employee's major performance strengths. Cite examples where applicable.

Initiated ongoing meetings to update supervisor
Always checks emails w/ me before sending
Teamwork, Flexibility

2. Improvement Opportunities: List aspects of the employee's performance that need further improvement. Cite examples where applicable.

Increase professional development in assessment

3. Individual Development Plan: List development activities which will strengthen good characteristics or potential abilities and/or eliminate deficiencies in knowledge, skills or attitudes.

Increased use of assessment committees,
assessment conferences

EMPLOYEE REVIEWED: _____

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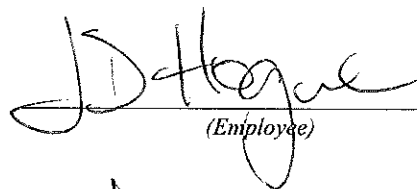
4. Overall Performance Rating:

- Outstanding: *Consistently exceeds overall requirements in all major areas.*
- Above Average: *Clearly above required performance in most major areas.*
- Average: *At or somewhat above required performance. Results meet overall requirements.*
- Below Average: *Results meet most requirements but are marginal in some areas. Requires improvement.*
- Unsatisfactory: *Results achieved fail to meet requirements in several major areas. Management action necessary.*

REVIEW AND DISCUSSION

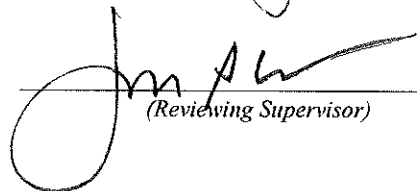
1. Employee's Comments: *Please use this space if you wish to make any comments about your evaluation. (If necessary, attach additional pages.)*

2. Signatures:



(Employee)

Date: 5/24/18



(Reviewing Supervisor)

Date: 5/23/18

(Director of Human Resources)

Date: _____

Use additional paper for comments as necessary.