

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

Employee Name: John D. Hogue Date: May 26, 2016
Job Title: Assessment Coordinator Dept./Office: FE
Reviewing Supervisor: Josie 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.

AA - JD applies standard resources in the field while initiating ongoing professional development.

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

AA - JD submits completed work and always submits a draft for a "second opinion."

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

O - JD extends gracious and respectful offers to both faculty and administrators. He is well tempered and responds well to correction.

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

A - JD organizes his tasks successfully.

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

AA - JD considers the unique characteristics of each department with which he consults.

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

O - JD brings his broad knowledge and skill from both of his masters

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

A - JD communicates clearly.

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

A - JD follows all office procedures and schedule.

PERFORMANCE SUMMARY

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

JD strengths include strong interpersonal skills, adaptability, teachability, and core cognitive competencies in a very technical field.

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

As JD moves from the world of graduate school to higher ed administration he could use some help adjusting to expectations by administrators regarding written communication. I am here to help with that.

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

- Giving JD the opportunity to run workshops
- Providing PD.

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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:

_____	Date: _____
<i>(Employee)</i>	
_____	Date: _____
<i>(Reviewing Supervisor)</i>	
_____	Date: _____
<i>(Director of Human Resources)</i>	

Use additional paper for comments as necessary.