

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

Employee Name: John D. Hogue Date: May 22, 2017  
Job Title: Assessment Coordinator Dept./Office: Institutional Effectiveness  
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.

Outstanding - JD goes the extra mile to learn new technologies & grow skills without being asked to do so.

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

Above Average - JD's work is reliable and complete.

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

Outstanding - Campus stakeholders across campus speak highly of JD's skills in this area.

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

Above average - JD manages time and projects well.

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

Above Average - JD has a very good sense of when to ask for approval & when to make decisions on his own.

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

Outstanding - Exceeds expectations - JD needs little to no prodding to experiment with a new method.

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

Outstanding - JD is professional and articulate in oral and written communication.

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

Average - JD always adheres to rules and regulations.

### PERFORMANCE SUMMARY

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

Positive, servant's attitude toward faculty and staff is JD's hallmark.

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

In order to be understood as the professional he is, JD should continue to work on achieving the "post-graduate student" look!

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

None required.

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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:

John D. Hogue Date: 5/22/17  
(Employee)

[Signature] Date: 5/22/2017  
(Reviewing Supervisor)

\_\_\_\_\_  
(Director of Human Resources) Date: \_\_\_\_\_

Use additional paper for comments as necessary.