

Name: _____
Job Title: _____
Department: _____
Supervisor: _____

CWID: _____ Date: _____
Campus Location: _____
Review Period: _____
☐ Annual Review ☐ Interim Review

- Select the rating which most closely reflects the employee's performance.
- Consider each factor separately and independently.
- Consider the employee's work performance during the entire review period. Do not base your judgment on only one or two occurrences.
- Use spaces marked "Areas of Strength" and "Opportunities for Growth" to explain your rating on each factor, particularly ratings at either extreme of the scale or to note changes from the employee's last review. Should your comments exceed the space provided, please use the ADDITIONAL COMMENTS section at the end of the assessment or include an attached document.
- Employee assessments are conducted annually, and are due by July 31 each fiscal year.

Rating System:

Exceeds Expectations (EE) Meets Expectations (ME) Inconsistently Meets (IME) Does Not Meet Expectations (DNME) Not applicable (NA)

QUALITY OF WORK

Consider these aspects regardless of quantity of work.

	EE	ME	IME	DNME
Accuracy and Precision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thoroughness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neatness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Areas of Strength:

Opportunities for Growth:

QUANTITY OF WORK

Consider these aspects under normal work conditions.

	EE	ME	IME	DNME
Volume of Output	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Priority Setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promptness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meets Deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Areas of Strength:

Opportunities for Growth:

JOB KNOWLEDGE

How well does the employee apply job knowledge and skill to the job assignments?

EE**ME****IME****DNME**

Understanding and knowledge of the job
 Ability to complete work without supervision
 Follows proper safety procedures
 Analyzes problems
 Provides suggestions for work improvement
 Employs tools of the job competently

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Areas of Strength:

Opportunities for Growth:

COMMUNICATION SKILLS

How effectively does the employee share information?

EE**ME****IME****DNME****NA**

Communication with supervisor (keeps supervisor Informed)
 Demonstrates effective listening skills
 Asks questions as necessary
 Tact and diplomacy
 Shares information willingly
 Non-verbal communication
 Email
 Written expression (excluding email)
 Oral expression via telephone
 Oral expression in person

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Areas of Strength:

Opportunities for Growth:

JUDGMENT

How well does the employee make balanced decisions as required by the position?

EE**ME****IME****DNME**

Maintains appropriate confidentiality
 Judgment in handling routine problems
 Analyzes options before implementing them
 Considers facts/relationships in decisions

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Areas of Strength:

Opportunities for Growth:

INTERPERSONAL SKILLS*How effectively does the employee interact and cooperate with others?***EE****ME****IME****DNME**

Interaction with supervisors

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Interaction with co-workers

☐☐☐☐

Interaction with community (faculty, staff, students, alumni)

☐☐☐☐

Interaction with external community (donors, guests)

☐☐☐☐

Work team participation

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Work team contributions

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Commitment to work team's success

☐☐☐☐

Attitude

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Areas of Strength:

Opportunities for Growth:

INITIATIVE*Does the employee do things without having to be told?**Does the employee assume responsibility?***EE****ME****IME****DNME**

Maintains work productivity

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Actively seeks ways to streamline processes

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Initiates and takes on responsibility willingly

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Committed to self-improvement

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Seeks additional training and development

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Challenges status quo processes appropriately

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Helps achieve overall goals of the department

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Proactive in problem solving

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Areas of Strength:

Opportunities for Growth:

APPROACH TO WORK*Is the employee's outlook on work responsibilities appropriate?***EE****ME****IME****DNME**

Open to new idea and approaches

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Planning and organization

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Makes efficient use of work time

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Ability to manage project through successful completion

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Trustworthiness

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Follows instructions

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Accepts constructive criticism positively

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Flexible and adaptable

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Makes a positive contribution to morale

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Willingness to assist co-workers as appropriate

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Anticipates future issues to address (forward thinking)

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Areas of Strength:

Opportunities for Growth:

PUBLIC CONTACTS*How well does the employee create good will for the University in public contacts?***EE****ME****IME****DNME**

Customer-service oriented

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Uses tact and discretion

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Polite

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Helpful

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Friendly

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Contributes toward Pepperdine being known for its personal touch

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Areas of Strength:

Opportunities for Growth:

PROFESSIONALISM*How well does the employee present himself/herself?***EE****ME****IME****DNME**

Appropriate work attire for position

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Workspace tidiness

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Attendance

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Punctuality

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Areas of Strength:

Opportunities for Growth:

MISSION*How well does the employee support the University mission?***EE****ME****IME****DNME**

Actively incorporates University mission into job processes

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Actively sustains the University mission

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Encourages participation in living the University mission

☐☐☐☐Demonstrates or shows respect for workplace differences,
diversity and inclusion☐☐☐☐

Actively upholds the University Ethics Policy

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Areas of Strength:

Opportunities for Growth:

SUPERVISION*How well does the employee supervise and
obtain results in conjunction with subordinates?***EE****ME****IME****DNME****NA**

Interactions with subordinates

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Trains subordinates effectively for office tasks

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Gives subordinates appropriate workload

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Makes efficient use of subordinates' time

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Obtains cooperation of subordinates

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Appropriately holds subordinates accountable

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Inspires top performance from subordinates

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Inspires growth through mentorship

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Manages employee relations issues within department

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Provides regular feedback to subordinates

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Appropriately rewards and recognizes subordinate's work

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Helps identify goals for subordinates' professional development

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Inspires good team morale

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Relates meaning and University mission to subordinates' work

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Areas of Strength:

Opportunities for Growth:

OVERALL PERFORMANCE EVALUATION

- ☐ Exceeds Expectations
- Work performance is consistently above the standard of performance for the position.
- ☐ Meets Expectations
- Work performance meets the standards of performance for the position.
- ☐ Inconsistently Meets Expectations
- Work performance partially or inconsistently meets the standards of performance for the position.
- ☐ Does Not Meet Expectations
- Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.

Action Plan – Training and Development Goals:

ADDITIONAL COMMENTS

Continued on next page...

I have read and discussed this evaluation with my supervisor. My signature indicates that I have been advised of my performance status, and does not suggest agreement or disagreement with either the appraisal or the contents.

Immediate Supervisor:

Name (print)

Signature

Date

Department Supervisor:

Name (print)

Signature

Date

Employee Signature:

Name (print)

Signature

Date

Employees Comments:

ADDITIONAL COMMENTS (Continued)