

**Virginia State University**

**Employee Self-Evaluation**  
Faculty Administrator (FA)

Employee's Name: \_\_\_\_\_

Job /Classification/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Manager/Supervisor Name and Title: \_\_\_\_\_

Review Period: From \_\_\_\_\_ To \_\_\_\_\_

Review Type and Date:  90-New Hire Evaluation Review Date \_\_\_\_\_

Annual Review \_\_\_\_\_

**Purpose:**

The purpose of PEP is to provide summary feedback to staff members on their performance for the year, and to provide clear goals and development plans for the coming year. PEP evaluations will be used to make pay and other personal decisions.

**Instructions**

Please complete each section of the form below.

Section 1: Evaluation of Past Year	Section 2: Plan for Coming Year
<b>Section 1A:</b> Job Responsibilities <b>Section 1B:</b> Individual Goals <b>Section 1C:</b> Behaviors <b>Section 1D:</b> Manager's Overall Evaluation	<b>Section 2A:</b> Goals for Coming Year <b>Section 2B:</b> Development Plan

**Evaluation Levels and Sample Criteria**

Needs Improvement (NI)	Successful (S)	Exceptional (E)
<ul style="list-style-type: none"> <li>Individuals who are new in the learning curve and are still learning key job responsibilities</li> <li>Inconsistently demonstrates or may be learning the required role knowledge and does not yet fully perform all requirements and duties</li> <li>Work is regularly incomplete and/or does not meet the minimal standards for quantity or quality; often misses deadlines</li> <li>Takes little to no initiative, even with prompting</li> <li>Requires more than the expected level of supervision due to lower quality work or level of learning required to complete role successfully</li> <li>Inconsistent interactions with peers and/or management</li> </ul>	<ul style="list-style-type: none"> <li>Individuals who regularly meet and sometimes exceed expectations and role requirements</li> <li>Meets goals set for the year</li> <li>Possesses full depth and breadth of role knowledge</li> <li>Perceived by peers, managers, students and other customers as collaborative, skilled and reliable</li> <li>Consistently interacts effectively with peers and/or management</li> </ul>	<ul style="list-style-type: none"> <li>Individuals who significantly and consistently exceed expectations and role requirements</li> <li>Exceeds goals set for the year</li> <li>Demonstrates exceptional depth and breadth of role knowledge, highly recognized by others within the University community</li> <li>Demonstrates role model behavior for other supervisors/staff members to emulate</li> </ul>

**Section 1A: Evaluation of Job Responsibilities**

Evaluation of performance of job responsibilities <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI	Comments on performance of job responsibilities
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**Section 1B: Evaluation of Individual Goals**

Evaluation of individual goals <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI	Comments on performance on individual goals (measurable actions and results)
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**Section 1C: Evaluation of Behaviors**

Evaluation of demonstrated behaviors <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI	Comments on behaviors demonstrated
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**Section 1D: Manager's Overall Evaluation (required section)**

Summary evaluation <input type="checkbox"/> E <input type="checkbox"/> S <input type="checkbox"/> NI	Summarize the employee's performance, discussing areas of strength and areas for improvement. Provide Overall Evaluation.
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Employee comments on any aspect of the performance evaluation.
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**Section 2A: Goals for Coming Year**

Goal	Description and Measures
1.	
2.	
3.	
4.	

**Section 2B: Development Plan**

Area for Development	Describe Development Activities
1.	
2.	