

**BLUEFIELD STATE COLLEGE  
NON-CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION**

<b>Administrator Being Evaluated:</b>	
<b>Job Title:</b>	<b>Unit:</b>
<b>Type of Evaluation:</b> <input type="checkbox"/> Annual <input type="checkbox"/> Mid-Year	<b>Date:</b>
<b>Evaluation Period: From:</b>	<b>To:</b>

**OVERALL PERFORMANCE RATING**

- SUCCESSFUL:** Employee meets all/most goals.
- MINIMALLY ACCEPTABLE:** Employee only meets minimum goals.
- UNACCEPTABLE:** Employee does not meet any of the stated goals.

**EVALUATION CRITERIA**

Evaluation factors listed represent work behaviors that can be observed in the context of the employee's current position as reflected in their goals and objectives. Based on observations of the employee's performance, rate every evaluation factor. Use the following scale in making the ratings.

<b>Low Range</b>	1 = Unacceptable
	2 = Unsuccessful
<b>Mid-Range</b>	3 = Somewhat Successful
	4 = Fully Successful
<b>High Range</b>	5 = Highly Successful
	6 = Outstanding

**\*\*PLEASE PLACE AN X IN THE APPROPRIATE BOX\*\***

**1. LEADERSHIP:**

Ability to influence others to perform effectively; inspires and motivates others.

- 1    2    3    4    5    6    N/A

**2. PROBLEM SOLVING AND JUDGMENT:**

Devises effective solutions to problems; is able to obtain, analyze facts and apply sound judgment.

- 1    2    3    4    5    6    N/A

**3. WORKING RELATIONSHIPS/COLLABORATION:**

Sensitive to the behavior of fellow workers, supervisors, and subordinates; maintains effective working relationships with others; encourages collaboration and team work.

- 1    2    3    4    5    6    N/A

**4. COMMUNICATION:**

Communicates clearly and effectively, both orally and in writing.

1   2   3   4   5   6   N/A

**5. SELF-SUFFICIENCY:**

Works independently with little need for supervision or help; follows through well; accomplishes required tasks.

1   2   3   4   5   6   N/A

**6. WORK EFFORT:**

Exerts effort and shows initiative in starting, carrying out and completing tasks; spends time effectively performing work.

1   2   3   4   5   6   N/A

**7. UNIT/WORK MANAGEMENT:**

Effectively plans and organizes work for self and/or unit; properly follows or implements policies and procedures; able to direct and evaluate subordinates; able to delegate authority.

1   2   3   4   5   6   N/A

**8. ADAPTABILITY TO WORK:**

Picks up new ideas and procedures quickly; is easy to instruct; understands and carries out oral and written instructions.

1   2   3   4   5   6   N/A

**9. KNOWLEDGE/PROFESSIONAL DEVELOPMENT:**

Demonstrates the necessary professional, supervisory, and/or specialized knowledge to perform job; stays abreast of current trends through professional development.

1   2   3   4   5   6   N/A

**10. PROFESSIONALISM:**

Projects a professional attitude, appearance, and image.

1   2   3   4   5   6   N/A

**RATING OFFICIAL (Signature)** \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EMPLOYEE SIGNATURE (Does not indicate agreement)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:**