VIRGINIA MILITARY INSTITUTE
ADMINISTRATIVE AND PROFESSIONAL FACULTY PERFORMANCE EVALUATION

Employee Name_____

Position Title _____

Section I – Performance Goals and Objectives

At the beginning of the performance evaluation cycle the immediate supervisor and the employee must discuss long-term goals and/or short term objectives, and anticipated progress towards these goals/objectives. The goals and objectives should be related to the duties and responsibilities in the employee's position description. List goals/objectives and anticipated progress below (attach additional pages if needed):

_____

_____

_____

_____

Employee's signature_____ Supervisor's signature_____

Date_____

Attach a copy of the Employee's Position Description Including a List of Duties and Responsibilities

Section II – Performance Evaluation

This section will be completed at the end of the performance evaluation cycle.

Performance Levels – Definitions

5 – Outstanding: Performance is exceptionally high and significantly beyond expectations for the employee's position, training and/or experience.

4 – Excellent: Performance is consistently above what is normally expected for the employee's position, training and/or experience.

3 – Fully Competent: Performance is regularly at the expectations for the job based on the employee's training and/or experience.

2 – Marginal: Performance is usually satisfactory; however, improvement is needed. The employee requires more supervision than would be expected given the employee's training and/or experience.

1 – Unsatisfactory: Performance is consistently below reasonable expectations for the job responsibilities considering the employee's training and/or experience. The employee has not been able to fully accomplish the tasks of the position. Clear improvement is required immediately. An overall rating of Unsatisfactory may jeopardize continued employment.

PERFORMANCE FACTORS – CHECK THE APPROPRIATE PERFORMANCE LEVEL FOR EACH FACTOR

1. JOB PERFORMANCE – To what extent does the employee strive for excellence and continuous improvement?

5	4	3	2	1

2. PRODUCTIVITY – To what extent does the employee accomplish the quantity of work expected of the job assignment?

5	4	3	2	1

3. INTEGRITY – To what extent does the employee accept responsibility for his/her actions and represent ethical behavior?

5	4	3	2	1

4. ORAL AND WRITTEN COMMUNICATION – To what extent are the employee's oral and written communications clear, comprehensive, and easily understood?

5	4	3	2	1

5. TIMELINESS – To what extent does the employee meet established deadlines with complete and accurate work?

5	4	3	2	1

6. INTERPERSONAL SKILLS – To what extent does the employee establish effective working relationships when dealing with supervision, co-workers, and/or the public?

5	4	3	2	1

7. DEPENDABILITY – To what extent does the employee perform work without close supervision or assistance?

5	4	3	2	1

8. INITIATIVE – To what extent does the employee present new ideas, improve procedures or otherwise demonstrate an awareness of administrative or technical changes related to the job?

5	4	3	2	1

9. SUPPORT OF THE VMI SYSTEM – To what extent does the employee support the cadet class, military, and honor systems; and the academic and extracurricular programs?

5	4	3	2	1

10. OVERALL RATING – Take into consideration the ratings for the individual performance factors and the effectiveness of the employee in performing his/her assigned duties and responsibilities and meeting short-term objectives and long-term goals.

5	4	3	2	1

ADDITIONAL PERFORMANCE FACTOR FOR ANY EMPLOYEE WHO IS INVOLVED OR ASSOCIATED WITH THE INTERCOLLEGIATE ATHLETICS PROGRAM.

IMPORTANCE OF RULES COMPLIANCE – To what extent does the employee demonstrate a commitment to compliance with NCAA rules?

5	4	3	2	1

COMMENTS (Required for an Overall Rating of "5" (Outstanding), "2" (Marginal) or "1" (Unsatisfactory) :
(Attach additional pages if needed)

Date of Evaluation_____

Signatures: The Rater (immediate supervisor) and Reviewer (ordinarily the supervisor of the rater) must agree on the overall rating before it is discussed with the employee. The Superintendent's review is required (before the evaluation is presented to the employee) for an Overall Rating of "5" (Outstanding), "2" (Marginal) or "1" (Unsatisfactory).

Rater:_____ **Reviewer:** _____

Superintendent: _____ **Employee:** _____
Supt's review required for Overall Rating of "5", "2", or "1"