|  |
| --- |
| **Bethel University Employee Performance Evaluation** |
| Name:  |  | Employee ID#: |  |
| Job Title: |  | Evaluation Date: |  |
| **Employee:**  By checking this box, I confirm that I have read and understand the job description for my position and it accurately reflects my role. |[ ]  **Reviewer:**By checking this box, I confirm that I have read and understand the job description for this position is current and accurately reflects the employee’s role. |[ ]

|  |
| --- |
| **Section #1 – Position Responsibilities:** (As tied to 3-5 Key Components of the Job Description) |
| **Instructions:** Beside the numbers in each section copy the accountability from the job description. Include comments as to reasoning behind the rating. The total rating will be entered at the end of Section #3. Add the totals from the Accountabilities (Section 1) total and the Goal Review (Section 2) to arrive at the overall total. Boxes will expand as you type. For additional instructions and examples visit the People and Culture website. |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **1.**  |[ ] [ ] [ ]
| Reviewer Comments:      |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **2.** |[ ] [ ] [ ]
| Reviewer Comments:      |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **3.** |[ ] [ ] [ ]
| Reviewer Comments: |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **4.** |[ ] [ ] [ ]
| Reviewer Comments**:** |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **5.** |[ ] [ ] [ ]
| Reviewer Comments:  |
|  **Position Responsibilities Total:** | Employee Total/Total Score Available =  |

|  |
| --- |
| **Section #2 - Goal Review**  |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **Position Goal #1:** |[ ] [ ] [ ]
| Reviewer Comments: |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **Position Goal #2:** |[ ] [ ] [ ]
| Reviewer Comments: |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **Developmental Goal #1:** |[ ] [ ] [ ]
| Reviewer Comments: |
| *1 = Below Expectations 2 = Meets Expectations 3 = Above Expectations*  | **1** | **2** | **3** |
| **Developmental Goal #2:** |[ ] [ ] [ ]
| Reviewer Comments: |
| **Goal’s Total:** | Goal Total/Total Score Available =   |

|  |
| --- |
| **Section #3 – Additional Comments**  |
| **1. Other Noteworthy Accomplishments** |
| Reviewer Comments:Employee Comments:  |
| **2. Opportunities for Growth and Development** |
| Reviewer Comments:Employee Comments:  |
| **3. Optional Employee Comments** |
|  |

|  |
| --- |
| **Summary**  |
| Performance Evaluation Totals | Position Responsibilities Rating |  |
| Goals Rating  |  |
| Overall Total Rating  |  |
| *Unacceptable < 93* | *Marginal = 94-119* | *Solid = 120 - 148* | *High = 149 - 174* | *Exceptional > 174* |
|  |
| First Year Employee Evaluation Totals (no goals set) | Position Responsibilities Rating |  |
| *Unacceptable < 47*  | *Marginal = 48 - 59* | *Solid = 60 - 74* | *High = 75 - 86* | *Exceptional > 87* |
| Employee Signature | Date |  |
| Reviewer Signature | Date |  |

|  |
| --- |
| **Section #4 - Next Year’s Goals** |

|  |
| --- |
| **University Goals** |
|  |

**🡻**

|  |
| --- |
| **Cabinet Goals** |
|  |

**🡻**

|  |
| --- |
| **Individual Goals** |
|  |

|  |
| --- |
| **Section #4 Continued - Next Year’s Goals** |
| Name: |  | Employee ID#: |  |
| Job Title: |  | Evaluation Date: |  |
| **Instructions:** Beside the numbers in each section write the goal that will be achieved by the next review cycle, and answer the questions provided. Boxes will expand as you type. Please complete a minimum of one position goal and one developmental goal. |
| **Position Goal #1:** |
| Which of the University or Cabinet goals does this goal align with? How will this goal help in the achievement of the University or Cabinet goals?How will you ensure these goals are completed? What strategies are in place to hit the objectives?How will the success of this goal be measured? |
| **Position Goal #2:** |
| Which of the University or Cabinet goals does this goal align with? How will this goal help in the achievement of the University or Cabinet goals?How will you ensure these goals are completed? What strategies are in place to hit the objectives?How will the success of this goal be measured? |
| **Developmental Goal #1:** |
| Which of the University or Cabinet goals does this goal align with? How will this goal help in the achievement of the University or Cabinet goals?How will you ensure these goals are completed? What strategies are in place to hit the objectives?How will the success of this goal be measured? |
| **Developmental Goal #2:** |
| Which of the University or Cabinet goals does this goal align with? How will this goal help in the achievement of the University or Cabinet goals?How will you ensure these goals are completed? What strategies are in place to hit the objectives?How will the success of this goal be measured? |