

Employee Evaluation Cover Sheet

Dear Supervisor~

This evaluation form is a tool for evaluating the work performance of your employee over the past year. The evaluation is divided into Five Sections:

Section I – Position Description or Role Description Review – The review process shall include a verification of the accuracy of the employee’s current position description or role description.

Section II – Key Responsibilities – This section is designed to customize the evaluation to the specific job. Major responsibilities of the job (from the position or role description) are listed in this section and evaluated.

Section III – Job Success Factors - These factors are critical to the success of every MSUN position. The same JSFs are included on all performance evaluations.

Please note: The Evaluation Rating Scale is 1-5. Ratings are made for individual job responsibilities and job success factors. There is no overall rating for the completed evaluation.

Section IV – Future Goals and Objectives – The goals and objectives listed here are to be accomplished by the employee within the next 12 months.

Section V – Employee Comments – Employees are encouraged to comment on any aspect of their performance in this section.

Please make sure that the completed evaluation is signed and dated by the employee and supervisor with a copy to the employee. The original evaluation will be kept in the personnel file.