



Kentucky State University

Administrative Performance Evaluation

Section I:

Employee Information

		Check One	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Check One	<input type="checkbox"/> Probationary Review <input type="checkbox"/> Annual Review
Employee Name		Department		Probationary 90-180 Day Review	<input type="checkbox"/> 90 <input type="checkbox"/> 180 <input type="checkbox"/> Other: _____
Employee ID #		Job Title		Evaluation Period	

Section II: Employee Self-Assessment (To be completed by employee before meeting with supervisor)

Please complete the Employee Self-Assessment to evaluate your performance, accomplishments, and goals for the specified period by filling out the sections below.

1. How would you assess your effectiveness in leading your team or meeting departmental objectives? Provide examples of significant decisions you made and their outcomes.

2. Evaluate your communication skills and ability to foster collaboration within your team and across departments. What strategies have you used to improve teamwork and resolve conflicts?

3. What steps have you taken to enhance your skills and professional development? Are there specific areas where you feel additional training or resources would benefit your role?

4. What topics would you like discuss with your supervisor during your evaluation?

5. Identify areas where you believe you could improve your performance or contribute more effectively. What support or resources would help you address these areas?



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Section III: Supervisor's Performance Review

Please rate the KSU Employee on each performance factor based on performance of the employee for the evaluation period indicated in Section I. **(Employee performance evaluations will not be used to determine merit pay increases)**
Ratings of excellent and needs improvement require a statement in the comment section explaining the rating.

Employee and supervisor have reviewed and discussed the employee's current assigned job description. Yes No

<p>Excellent: Employee performs job duties above and beyond work expectations, consistently exceeded performance goals and supervisor's expectations; anticipated and took additional duties beyond major responsibilities.</p>	<p>Successful: Employee consistently performed job duties; work and behavior expectations consistently met; met performance goals and supervisor's expectations; completed and verified own work in a timely, accurate and thorough manner.</p>	<p>Needs Improvement: Employee did not consistently and/or accurately perform job duties; work and/or behavior expectations were not met; did not meet performance goals and/or supervisor's expectations; not consistently reliable in handling daily duties; requires more supervision than expected.</p>
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CORE EXPECTATIONS

The evaluating supervisor will assess the employee according to their meeting the core expectations listed below. The evaluating supervisor must rate according to the evaluation rating provided above and provide comments where required.

CORE EXPECTATIONS	RATING	EVALUATING SUPERVISOR'S COMMENTS
<p><u>Leadership and Decision-Making:</u> Demonstrates strong leadership by setting clear goals, making informed decisions, and fostering a positive and productive work environment. Leads by example and inspires accountability within their teams.</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<p><u>Strategic Planning and Execution:</u> Develops, implements, and evaluates strategies and processes that align with the KSU's mission and objectives. Effectively manages resources to meet deadlines and deliver results.</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<p><u>Communication and Collaboration:</u> Exhibits excellent communication skills, ensuring clear, professional, and timely interactions with university faculty, staff, students, and community members. Encourages collaboration and works effectively across departments to achieve KSU goals.</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<p><u>Ethical and Professional Conduct:</u> Upholds the highest standards of integrity, confidentiality, and professionalism. Ensures compliance with institutional policies and regulations while fostering an inclusive and respectful workplace.</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	
<p><u>Adaptability and Flexibility:</u> Responds positively to changing circumstances, priorities, and needs within the university environment.</p>	<input type="checkbox"/> Excellent <input type="checkbox"/> Successful <input type="checkbox"/> Needs Improvement	



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Overall Evaluation Rating

<input type="checkbox"/> Excellent	<input type="checkbox"/> Successful	<input type="checkbox"/> Needs Improvement
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PERFORMANCE EVALUATION SUMMARY

The evaluating supervisor will determine an overall evaluation rating and provide a brief narrative that summarizes the employee's work performance, accomplishments or areas needing improvement during this evaluation period. If a rating of excellent or needs improvement is chosen, the evaluating supervisor must provide justification for the rating.

Overall Evaluation Signatures

OVERALL EVALUATION SIGNATURES

The evaluating supervisor should review the evaluation with the employee and discuss the evaluation ratings. Any ratings of needs improvement, the supervisor will provide the employee an improvement plan.

	Print Name	Signature	Date
Employee			
Evaluating Supervisor			
Office of Human Resources			

If the employee chooses not to sign the performance evaluation, they should use the employee's comments section or attach additional documentation to explain the reason they do not wish to sign the evaluation.

EMPLOYEE COMMENTS

The employee will use the comment section below to make any comments specific professional about their evaluation and supervisor. This area can also be used to explain if the employee does not wish to sign the evaluation.

GOALS

The following goals have been agreed to by the employee and supervisor for the next performance evaluation period. **There must be at least three goals listed.**

- 1.
- 2.
- 3.
- 4.
- 5.