



VINCENNES UNIVERSITY  
ADMINISTRATIVE EVALUATION OF PROFESSIONAL STAFF

Name: \_\_\_\_\_

Department/Program/Area: \_\_\_\_\_

Division: \_\_\_\_\_

Present Rank/Classification: \_\_\_\_\_

Years of Service at Vincennes University: \_\_\_\_\_

Academic Year: \_\_\_\_\_

	<u>Rating Score</u>		<u>Weight Factor</u>			
Section 1	_____	divided by	5	=	_____	0
Section 2	_____	divided by	5	=	_____	0
Section 3	_____	divided by	6	=	_____	0
Section 4	_____	divided by	3	=	_____	0
Section 5	_____	divided by	1	=	_____	0
<b>Overall Evaluation (Sum of scores for sections 1-5, divided by 5).</b>						_____ 0

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

.....  
At this point, I (do, do not) intend to offer a written response to this evaluation.

Evaluator \_\_\_\_\_ Signature \_\_\_\_\_  
\_\_\_\_\_  
Name and Title \_\_\_\_\_ Date: \_\_\_\_\_

Administrative Review  
\_\_\_\_\_  
Name and Title \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title \_\_\_\_\_ Date: \_\_\_\_\_



**PROFESSIONAL STAFF EVALUATION FORM**

	Failed to Meet Basic Responsibilities	Met Basic Responsibilities			Meritorious
<b>1. PROFESSIONAL RESPONSIBILITIES</b>					
- Performs assigned duties	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Completes work in a timely manner	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Quality of work	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Dependability	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Maintains appropriate confidences	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
<u>Comments:</u>					Score
<b>2. PROFESSIONAL QUALITIES</b>					
- Initiative	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Innovation	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Cooperation	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Leadership	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Personal ethics and conduct in the office and elsewhere on the job	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
<u>Comments:</u>					Score
<b>3. PROFESSIONAL SKILLS</b>					
- Planning	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Interpersonal	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Organizational	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Time-Management	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Communication	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Decision-Making	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
<u>Comments:</u>					Score
<b>4. JOB KNOWLEDGE</b>					
- Maintains effective job knowledge	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Professional Development	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
- Special growth in knowledge/professional competence (participation in professional organizations; professional achievements; mutual professional staff development; workshops/seminars attended; coursework completed)	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
<u>Comments:</u>					Score
<b>5. EVIDENCE OF COMMITMENT TO PROGRAM/INSTITUTION</b>					
This rating score is to be based upon volunteerism, supporting program/University growth, supporting community programs, and committee participation	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>
<u>Comments:</u>					Score