

# NMHU Performance Evaluation

## FY 2018



Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee's Title: \_\_\_\_\_

Employee's Banner ID: @ \_\_\_\_\_

Department: \_\_\_\_\_

1. Overall rating on performance, behavior, and attendance.

### Rating (Mandatory)

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory
- ☐ Too New to Rate

Comments to support overall rating:

2. Supports the NMHU mission and priorities by providing academic excellence, academic integration, and student success.

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory
- ☐ Too New to Rate

Describe performance:

3. Performance of basic job responsibilities.

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory
- ☐ Too New to Rate

Most important responsibility: \_\_\_\_\_

Describe performance:

4. Performance of basic job responsibilities.

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory
- ☐ Too New to Rate

Second most important responsibility: \_\_\_\_\_

Describe performance:

5. Supports the efforts of the department and departments they support.

- ☐ Satisfactory
- ☐ Needs Improvement
- ☐ Unsatisfactory
- ☐ Too New to Rate

Describe performance:

Raters Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Next Level Manager Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Employee comments:

Employee acknowledgement: \_\_\_\_\_

Date: \_\_\_\_\_

# NMHU Performance Evaluation



## FY 2019 Future Goals

1. Supports the NMHU mission and priorities by providing academic excellence, academic integration, and student success.

Goal:

2. Establish individual goal aligned with Department objectives.

Goal:

3. Establish personal performance goal for the new year.

Goal:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Next Level Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_