

NMHU Performance Evaluation

FY 2019



Employee Name:	Employee Title:
Employee Banner ID: @	Department:
Supervisor's Name:	Supervisor's Title:

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: _____

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FY 2020 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: _____