



PERFORMANCE EVALUATION FORM

EMPLOYEE		DEPARTMENT		PERFORMANCE YEAR	July 1, 2015 – June 30, 2016
LSU ID		TITLE		EVALUATION PERIOD	July 1 – 31, 2016

AGENCY MISSION:

As the flagship institution of the state, the vision of Louisiana State University is to be a leading research-extensive university, challenging undergraduate and graduate students to achieve the highest levels of intellectual and personal development. Designated as a Land, Sea, and Space Grant institution, the mission of Louisiana State University is the generation, preservation, dissemination, and application of knowledge and cultivation of the arts.

I. DEPARTMENT MISSION:

SUPERVISOR'S ASSESSMENT

EXCEPTIONAL:

Consistently performed job duties; work and behavior expectations consistently met; consistently exceeded performance goals and supervisor's expectations; anticipated and took on additional duties beyond major responsibilities.

SUCCESSFUL:

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.

NEEDS IMPROVEMENT/UNSUCCESSFUL:

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; may require more supervision than is expected.

II. MAJOR RESPONSIBILITIES

The evaluating supervisor must review the employee's job description and summarize the position's major responsibilities. Each listed major responsibility should account for at least 20% with a combined total of 100%. If necessary, minor responsibilities can be combined to equal 20%. The evaluating supervisor must rate according to the evaluation rating chart provided above and provide comments for each major responsibility listed.

MAJOR RESPONSIBILITIES	RATING	EVALUATING SUPERVISOR'S COMMENTS (REQUIRED)
	Exceptional Successful Needs Improvement/Unsuccessful	

BEHAVIOR EXPECTATIONS

VII. BEHAVIOR EXPECTATIONS

The evaluating supervisor must assess the employee according to a standardized set of expectations set forth in the "Behavior Expectations" attachment.

CORE COMPETENCY	RATING	EVALUATING SUPERVISOR'S COMMENTS (REQUIRED)
DELIVERING RESULTS	Exceptional Successful Needs Improvement/Unsuccessful	
PROBLEM SOLVING	Exceptional Successful Needs Improvement/Unsuccessful	
COMMUNICATION	Exceptional Successful Needs Improvement/Unsuccessful	



COLLABORATION	Exceptional Successful Needs Improvement/Unsuccessful	
SERVICE TO CUSTOMER AND LSU	Exceptional Successful Needs Improvement/Unsuccessful	
INTEGRITY	Exceptional Successful Needs Improvement/Unsuccessful	
LEADING OTHERS (FOR SUPERVISORS ONLY)	Exceptional Successful Needs Improvement/Unsuccessful	

OVERALL EVALUATION RATING

EXCEPTIONAL	SUCCESSFUL	NEEDS IMPROVEMENT/UNSUCCESSFUL
NOT EVALUATED	UNRATED – If Unrated, select sub-category: <i>Never Rendered</i> <i>Untimely</i> <i>Violation of Chapter 10</i>	

VIII. PERFORMANCE EVALUATION SUMMARY
 The evaluating supervisor should 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 exceptional or needs improvement/unsuccessful is chosen, the evaluating supervisor must provide justification for the rating.

OVERALL EVALUATION SIGNATURES

IX. OVERALL EVALUATION SIGNATURES
 The Second Level Evaluator should review and sign the evaluation before it is presented and discussed with the employee.
**My signature only indicates that this evaluation has been shared and discussed with me, and does not necessarily indicate agreement with its contents.*

	PRINT NAME	SIGNATURE	LSU ID	DATE
EVALUATING SUPERVISOR				
SECOND LEVEL EVALUATOR				
EMPLOYEE*				



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EMPLOYEE COMMENTS

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The employee may provide a brief narrative or self-assessment on their performance, accomplishments, etc. during the current evaluation period. This section is to be completed after the evaluation is completed and delivered. It should be returned to supervisor within two business days after receiving the evaluation.

FOR CLASSIFIED EMPLOYEES ONLY:

Per Civil Service Rule 10.11, only permanent employees who receive an overall performance evaluation of "Unrated" or "Needs Improvement/Unsuccessful" may request an official review of that evaluation by HRM. The request for review must be submitted in writing and post marked or received in HRM no later than **September 15**.