



LAMAR INSTITUTE OF TECHNOLOGY

A Member of The Texas State University System

STAFF (NON-SUPERVISOR) PERFORMANCE EVALUATION

LIT requires an evaluation to be completed of every full-time, regular employee at six (6) months and at least annually thereafter. A self-evaluation may also be used to accompany this process. Supervisors and employees should collaborate regarding goal setting. Upon employee and supervisor completion, evaluations must be routed to the next-level supervisor for review and signature. Once fully executed, evaluations must be submitted to HR for final review and filing.

Employee Name: _____ Employee #: _____

Department: _____ Job Title: _____

Evaluation Period: _____ Evaluator: _____

PERFORMANCE RATINGS

- **5 pts – Consistently Exceeds Expectations**
At this level, the Employee displays, without exception, a consistently high level of performance related to the objective, always exceeding requirements.
- **4 pts – Often Exceeds Expectations**
At this level, the Employee displays a high level of performance related to the objective, often exceeding requirements, but not in every instance or not without exception.
- **3 pts – Meets Expectations**
At this level, the Employee displays and maintains an effective and consistent level of performance related to the objective.
- **2 pts – Some Improvement Needed**
At this level, the Employee displays inconsistent performance related to the objective, frequently falling below an acceptable performance level.
- **1 pt – Major Improvement Needed**
At this level, the Employee consistently fails to meet the required outcomes related to the objective.

PERFORMANCE OBJECTIVES

I. Job Skills and Abilities

Understanding of Job (the extent to which the employee fully comprehends their role within the College)	
Knowledge, Skill & Ability “KSA” (the extent to which the employee possesses the KSAs required to perform their role)	
Initiative/Resourcefulness (the extent to which the employee accurately anticipates needs and suggests/performs work accordingly)	
Judgement (the extent to which an employee evaluates work situations accurately and makes sound decisions accordingly)	
Adaptability (the extent to which the employee adjusts with minimum difficulty to new assignments, reacts quickly and properly in stressful situations, and learns fast)	

II. Quality of Work

Accuracy (the extent to which work is free from errors or omissions)	
Thoroughness (the extent to which work is complete, requiring nothing further)	
Presentation (the extent to which work is neat, legible and orderly)	

III. Productivity

Completion of Work on Schedule (the extent to which work is completed on time)	
Work Planning (the extent to which work is planned and prioritized effectively)	
Time on Task (the extent to which the employee uses available work time appropriately)	

IV. Personal Interactions

Collaboration (the extent to which the employee works effectively with co-workers and employees from other departments)	
Customer Service (the extent to which the employee demonstrates a willingness and positive attitude in helping students, visitors and other employees)	
Courtesy and Respect (the extent to which the employee treats others with courtesy, dignity and respect)	
Acceptance of Supervision (the extent to which the employee interacts with management in a productive manner and carries out directives)	

V. Work Habits

Attendance & Punctuality (the extent to which the employee follows College and departmental attendance and scheduling expectations)	
Safety & Security (the extent to which the employee performs work in a manner that safeguards other employees and protects College property)	
Policy Compliance (the extent to which the employee adheres to College policies and procedures in the performance of their duties)	

VI. Growth and Development

Learning (the extent to which an employee approaches their role with a growth mindset – seeking to learn and grow in knowledge and skill to expand their capabilities)	
Coachability (the extent to which an employee accepts and adopts feedback for improvement and actively seeks development opportunities)	

TOTAL SCORE: _____

OVERALL PERFORMANCE RATING*: _____

*See table below for total score interpretation.

Total Score	Overall Performance Rating
91 – 100 total points	Consistently Exceeds Expectations
71 – 90 total points	Often Exceeds Expectations
51 – 70 total points	Meets Expectations
31 – 50 total points	Some Improvement Needed
0 – 30 total points	Major Improvement Needed

For any ratings below 3 points, you must explain/provide examples in the space below.

GOALS

To complete this section, enter the employee's previously set goals, evaluate** their performance relative to the goal, and include any pertinent notes or follow-up actions, if needed.

**Evaluation ratings are: Achieved or Not Achieved.

I. Previous Goals

Goal	Evaluation	Notes/Follow-Up

II. Upcoming Goals

Goal #1	
Describe the Goal:	
How will the goal be evaluated?	
Due date of Goal:	

Goal #2	
Describe the Goal:	
How will the goal be evaluated?	
Due date of Goal:	

Goal #3	
Describe the Goal:	
How will the goal be evaluated?	
Due date of Goal:	

COMMENTS AND SIGNATURES

Employee Comments

Employee Signature: _____ **Date:** _____

Supervisor Comments

Supervisor Signature: _____ **Date:** _____

Reviewed by: (next-level supervisor)

Signature: _____ **Date:** _____

Title: _____

(Signature of other reviewers, as needed)

Signature: _____ **Date:** _____

Title: _____