

Mid-Year Employee Evaluation Southeast Missouri State University

Employee Name:	Emp S0 Number:	Job Title:
Department:	Supervisor:	Meeting Date:

Core Factor Category	Rating
Customer Service/Professionalism	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory
Job Knowledge	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory
Quality of Work	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory
Safety & Security	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory
Communication & Teamwork	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory
Problem Solving & Decision Making	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory
Productivity	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory
Managerial/Supervisory Skills (If applicable)	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Achieves Expectations <input type="checkbox"/> Sometimes Achieves Expectations <input type="checkbox"/> Unsatisfactory

Note: Attach employee goals for current year to this form.

Employee Comments:	
Supervisor Comments:	

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____