

## Mid-Year Employee Evaluation Southeast Missouri State University

<b>Employee Name:</b>	<b>Emp S0 Number:</b>	<b>Job Title:</b>
<b>Department:</b>	<b>Supervisor:</b>	<b>Meeting Date:</b>

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