

CEBA Employee Performance Evaluation

Raider Values:
 Responsiveness
 Accountability
 Innovation
 Diversity
 Excellence
 Respectfulness

Employee Name		Date	
Position		Location	

Notes for the Employee and Supervisor:

- This is a formal evaluation. Please send a signed copy to Human Resources for the employee file.
- List comments utilizing the “discussion points” on this evaluation; please include any performance development/training opportunities for the upcoming year. This evaluation should be completed prior to and discussed with the employee at the performance evaluation meeting.
- Supervisor: Please have the employee’s job description available at this meeting
- During this discussion, please refer to the Raider Value represented by each discussion point.

Discussion Points	Supervisor Evaluation
Attendance (<i>Accountability</i>) Can be relied upon to be at work when expected.	
Punctuality (<i>Accountability</i>) Consistently arrives at work according to the scheduled start time.	
Attitude (<i>Respectfulness</i>) Maintains a positive attitude toward the position and responsibilities.	
Personal Appearance (<i>Accountability</i>) Maintains a neat, clean personal appearance and hygiene.	
Customer Service (<i>Service</i>) Provides good interaction and service to customers.	
Co-worker Interaction (<i>Diversity & Respectfulness</i>) Works and interacts well with all coworkers.	
Performs duties as described on job description. (<i>Excellence</i>)	
Shows initiative to perform tasks outside of job. (<i>Innovation</i>)	

Maintains a safe work environment. <i>(Accountability)</i>	
Consistently performs quantity and quality work expected. <i>(Excellence)</i>	
Effective/active team participation within and/or outside Department (Responsiveness, Accountability, Innovation, Diversity, Excellence & Respectfulness)	
Willingness and Ability to make suggestions for work improvement. <i>(Innovation)</i>	
Dependability of employee in carrying out instructions and assignments. <i>(Responsiveness)</i>	
Supervisors Overall Performance Assessment:	

Employee Comments	
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Employee Signature	Date
Supervisor Signature	Date