



**EVALUATION OF ADMINISTRATIVE STAFF
PERFORMANCE FORM**

Unit

Quality Management Commission

Document No IU.QM.FR.46

Validity Date

Revision No

Page No

Performance Profile:

Performance Factors	Observed Behavior
Job Knowledge	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Productivity	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Quality Of Work	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Initiative	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Planning/Follow-Up:	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Leadership/Supervisory Skills	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory



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Human Relations/Communication Skills:	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Problem Analysis/Decision Making/Independent Judgment:	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Others :	<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Requirement <input type="checkbox"/> Meets Requirement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

Areas Of Strength :

Areas Requiring Additional Development :



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Overall Evaluation And Comments :

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Supervisor Signature	Date Of Interview
Employee Signature	Date
Reviewer Signature	Date