UNIVERSITY OF NEVADA LAS VEGAS

PERFORMANCE WORKSHEET

This worksheet is provided as an aid to assist supervisors in their preparation of non-academic faculty member evaluations. Listed below are many ideal characteristics that supervisors desire or may require in those individuals reporting to them.

This worksheet is NOT part of the Evaluation Form and should not be attached to the evaluation form. This worksheet is not intended to be presented to the faculty member. Comments and/or observations derived from use of this form should be represented as text on the Evaluation Form.

Factors	N / A	Below Expectations	Meets Expectations	Exceeds Expectations
Technical Ability - Application of job related knowledge				
Creative / Innovative - Resourceful use of people, funds, materials, etc.				
Planning - Systematic and Timely Problem identification and solution				
Organizing - Effective arrangement of work and assignment of people				
Decision Making - Makes timely decisions reflecting sound judgment				
Quantity of Work - Productivity level				
Quality of Work - Accuracy of work				
Quality of Ideas - Well conceived in design and composition				
Cost-Consciousness - Meets budgets				
Responsibility - Willingly accepts and carries out assignments				
Dependability - Gets the job done, persistent				
Time Management - Organizes and uses time well				
Initiative - Self -starter, seeks out additional work				
Motivation - Energy level, enthusiasm, job involvement				
Cooperative - Team spirit, works well with others				
Communication - Clear expression of ideas, ability to listen to others				
Sensitivity - Understands others, relates with tact				
Adaptability - Adjusts to changes in job priorities				
Leadership - Orients, guides, motivates, and develops others				
Personal Growth - Strives to increase skills and knowledge				
Professional Contributions				
Additional Factors:				