



Woods Hole Oceanographic Institution Human Resources Office

ADMINISTRATIVE STAFF PERFORMANCE REVIEW (Supervisor to Complete)

Employee's Name:	Title:
Department:	Date in Current Position:
PERFORMANCE EVALUATION: Using the performance standards below as guidelines, comment on performance aspects during the evaluation period. Include assessments of employee's job knowledge, skill in accomplishing tasks, communication and interpersonal skills (written and oral), initiative, supervisory responsibilities if applicable, and any other areas you feel are appropriate. Additional sheets may be attached. Performance Standards: <u>UNSATISFACTORY</u> – Performs at an unacceptable level to meet position standards. <u>NORMAL AND EXPECTED</u> – Consistently meets position standards; performance is fully acceptable and demonstrates sound balance between quality and quantity. <u>EXCEPTIONAL</u> – Routinely exceeds the acceptable standards for position by demonstrating outstanding performance and knowledge to carry out and improve the most complex and demanding portions of the job.	
SUMMARY ASSESSMENT: Using the performance standards described above, indicate your overall assessment of the employee's performance. UNSATISFACTORY ☐ NORMAL AND EXPECTED ☐ EXCEPTIONAL ☐	
PROFESSIONAL DEVELOPMENT: Describe any specific action you would recommend to enhance the employees' professional and personal qualifications as related to future professional development.	
PERFORMANCE DEVELOPMENT: Indicate performance areas where improvement may be warranted and outline action plans to assist the employee in achieving a higher level of performance. Include specific activities and target dates.	

Evaluation prepared by:

Supervisor's

Signature:

Print Name:

Date:

Employee Sign-off:

I have reviewed this evaluation and discussed the contents with my supervisor. My signature means that I have been advised of my performance and have been given the opportunity to make comments, but does not necessarily imply agreement with the evaluation or the contents.

Employee's Signature: _____

Print Name: _____

Date: _____