

**LOUISIANA STATE UNIVERSITY AT ALEXANDRIA**  
**EVALUATION OF NON-CLASSIFIED PERSONNEL**  
 Spring 2004

Name: \_\_\_\_\_

Position: \_\_\_\_\_

	Exceptional	Competent	Needs Improvement	Unable to Judge/N.A.
1. Accepts responsibility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Meets responsibilities effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Informs supervisor of activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Plans, organizes, and establishes work priorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Is effective at communicating verbally and in writing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Is effective at meeting deadlines.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Is able to solve problems and make sound decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Works effectively and efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Delegates effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Is receptive to new ideas and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Is innovative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Shows initiative.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. Is dedicated to the university.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Exhibits objectivity, consistency, and fairness in decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Exhibits professionalism in university-related matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. Shows consideration for others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Solicits input from others as appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Works effectively with others to achieve university goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. <b>OVERALL JOB PERFORMANCE</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Evaluation is continued on the back*

Goals for the coming year(s):

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Employee's Signature    Date

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Supervisor's Signature    Date