

Submit completed, signed form to: HSC HR Records, Stop 8100 (or email to: hscpevals@ttuhsc.edu)

Texas Tech University Health Sciences Center

Casual Employee Performance Evaluation Form

This form is to be used for evaluation of casual, recurrent, temporary or occasional part-time non-benefits eligible employees, who have been employed in your department the previous year, and whom you expect to continue to be employed in the coming year.

Employee Name		Evaluation Period	
Employee R#	R	Department	
Job Title			
Supervisor Name		Supervisor R#	R

General Guidelines & Instructions

1. Supervisor enters their rating of employee's performance and comments as necessary in the form.
2. Supervisor sends the performance evaluation with their assessment to the employee.
3. Supervisor schedules performance discussion.
4. The employee reviews the Supervisor's assessment, and prepares for the performance discussion.
5. Supervisor and employee discuss and review the performance evaluation. Make updates as required and finalize the performance evaluation.
6. Supervisor prints final evaluation and provides to employee to sign.
7. Employee and Supervisor sign the printed evaluation and send it to their local HR office.

Performance Rating Definitions

PERFORMANCE LEVEL RATING (1-7): 1 – Consistently below expectations; 2 – Frequently below expectations; 3 – Occasionally below expectations; 4 – Meets expectations; 5 – Occasionally above expectations; 6 – Frequently above expectations; 7 – Consistently above expectations

Section I – Performance Standards

Instructions	Rate the employee on each of the performance standards below. Comments are optional. Calculate average of the 14 ratings. (Sum of all ratings divided by 14)	
Performance Standard	Comments	Rating
ACCOUNTABILITY: Accepts responsibility for individual and team actions in all areas of responsibility.		
ADAPTABILITY: Demonstrates flexibility and adaptability to change. Effective in adjusting to new or different assignments.		
COMMUNICATION (Oral And Written): Communicates in a complete, clear, concise, organized, and timely manner. Actively listens to others and is open to suggestions.		
CONFIDENTIALITY: Maintains the confidentiality and security of TTUHSC information/data.		
COMPLIANCE: Complies with relevant laws, regulatory requirements, university policies and procedures and departmental rules and regulations. Completes required training by established deadlines.		

Section I – Performance Standards

Instructions	Rate the employee on each of the performance standards below. Comments are optional. Calculate average of the 14 ratings. (Sum of all ratings divided by 14)
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Performance Standard	Comments	Rating
DEPENDABILITY: Meets commitments, works independently when necessary, and meets attendance expectations.		
DIVERSITY/INCLUSION: Supports a climate of openness and inclusiveness with others while respecting and valuing individual differences.		
INTEGRITY/HONESTY: Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.		
INTERPERSONAL SKILLS: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations. Manages conflict effectively.		
JOB KNOWLEDGE: Possesses sufficient skill and knowledge to perform all parts of the job effectively, efficiently, and safely. Stays up-to-date on job specific skills, licensures and certifications as appropriate.		
PROFESSIONALISM: Dress and personal appearance is professional and appropriate for assigned work environment. Projects a positive image for the university.		
QUALITY OF WORK: Work product is complete, accurate and in an acceptable format per established standards. Uses time effectively and with a minimum of error. Communicates quality concerns and recommendations and initiates improvement opportunities when appropriate.		
QUANTITY OF WORK: Consistently meets productivity expectations and output requirements. Amount of work accomplished is acceptable per established standards.		
SERVICE FOCUS: Supports the Extra Degree of Service philosophy of TTUHSC. Committed to the initiative that prepares and equips all employees to carry out the commitment of making the lives of those they serve their number one purpose.		
Overall Rating: Average of ratings		

Summary of Overall Performance

Section II - Signatures

We certify by our signatures below that this performance evaluation has been discussed and finalized.

Evaluator		Date	
Employee		Date	