



If either or both additional performance factors are not applicable, leave the section(s) blank.

The Athletic Department will use a modified version of the evaluation form for all coaches

**2 – Marginal:** Performance is usually satisfactory; however, improvement is needed. The training and/or experience.

**1 – Unsatisfactory:** Performance is consistently below reasonable expectations for the job employee has not been able to fully accomplish the tasks of the position. Clear improvement is required immediately. An overall rating of Unsatisfactory may jeopardize continued employment.

### **5.3 The Overall Rating**

The supervisor will take into account the ratings for the individual factors to determine the overall rating. The individual factors are not assigned weights; the overall rating should be based on an objective review of performance over the evaluation period.

### **5.4 Role of the Reviewer**

The reviewer will discuss the evaluation with the employee and the employee will sign the evaluation to ordinarily the supervisor of the rater) for review and signature before the rater discusses the evaluation with the employee. The Human Resources Director will serve as a reviewer for accuracy and compliance. In the event of disagreement between the rater and reviewer, the reviewer (with the exception of the HR Director) may change the ratings for any of the performance factors and the overall rating and initial these changes.

### **5.5 Meeting with the Employee**

After the reviewer has signed the evaluation form, the rater will meet with the employee to discuss the evaluation. The employee should sign the form in the space provided. If the employee does not wish to sign the form, the rater will note this on the form.

### **5.6 Appeals**

If the employee wishes to appeal the performance evaluation overall rating, the employee should follow the Complaint and Appeal Procedures outlined in Appendix A of the A/P Faculty Handbook. Ratings of individual performance factors cannot be appealed.

### **5.6 Completed Form**

The rater will send the original signed copy of the form to the Human Resources Office for



**5. TIMELINESS** To what extent does the employee meet established deadlines with complete and accurate work?

**Comments:**

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**6. INTERPERSONAL SKILLS** To what extent does the employee establish effective working relationships when dealing with supervision, co-workers, and/or the public?

**Comments:**

**7. DEPENDABILITY** To what extent does the employee perform work without close supervision or assistance? **Comments:**

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**OVERALL COMMENTS** (Comments are required for an Overall Rating)