



SECTION 1. EMPLOYEE INFORMATION AND SIGNATURES			
<b>Employee Name:</b>		<b>Position:</b>	
<b>Type of Review:</b>	Initial 6 month Other:	Annual	<b>Review Period:</b> <b>From:</b> <b>To:</b>
<b>Date of This Review:</b>		<b>Date of Last Review:</b>	
<b>Department:</b>		<b>College/ Division:</b>	
<b>Evaluator Name:</b>		<b>Title:</b>	
<b>Department Head /Reviewer Name:</b>		<b>Title:</b>	

SIGNATURES		DATE
<b>Evaluator:</b>		
<b>Department Head/Reviewer:</b>		
<b>Vice President:</b>		
<b>Employee:</b>		

*Employee signature indicates only that you have received the evaluation. You may attach comments to the evaluation and/or request reconsideration.*

SECTION 4. OVERALL EVALUATION/SUMMARY
<b>Overall Performance Rating:</b>

**Ratings:**

Outstanding - Total performance is far above normal standards for this position.

Exceeds Expectations - Consistently competent performance exceeding normal standards in all critical factors for the position.

Meets Expectations - Meets all normal requirements of the position in a competent manner.

Below Expectations - Total performance periodically or regularly falls short of expectations. Specific deficiencies should be noted in Section D or in a signed and dated attachment.

Unacceptable - Performance is clearly inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable for position held.

**MPP Evaluations may be submitted in narrative form by attaching the narrative to this Narrative Cover Sheet**

**Signatures and Routing:**  
 After the evaluation meeting between the MPP employee and evaluator, the final evaluation is routed to the Department Head and Vice President for signature. The completed evaluation is then signed by the Evaluator and presented to the MPP employee for signature. After all final signoffs, the evaluation is copied and routed as follows:

Original: Human Resources for placement in Personnel File  
 Copy : Employee  
 Copy : Evaluator