

### 3 MONTH PERFORMANCE EVALUATION - NON-SUPERVISOR

Employee's Name:	Department:
Title:	Employee's ID:
Date:	Year of Employee's Last Evaluation:
Evaluator's Name:	Evaluator's Title:
Next Level Supervisor:	Next Level Supervisor's Title:
Type of Evaluation Annual _ Provisional _ Other _	Dates Covered by Evaluation:

#### I. PERFORMANCE EVALUATION

Score the performance in each job factor below on a scale of 5-1, in quarter increments, as follows:

<b>5 = Outstanding Performance</b>	Employee <b>exceeded all</b> performance expectations. They exhibited superior performance and were an outstanding contributor to the success of their department and Georgia Southwestern State University.
<b>4 = Exceptional Performance</b>	Employee <b>met all and exceeded most</b> performance expectations.
<b>3 = Successful Performance</b>	Employee <b>met all</b> performance expectations and may have exceeded some.
<b>2 = Performance Needs Improvement</b>	Employee <b>met most but failed to meet some</b> performance expectations. The employee needs to further improve in one or more areas.
<b>1 = Unsatisfactory Performance</b>	Employee <b>did not meet most</b> performance expectations. The employee needs significant improvement in critical areas.

## PERFORMANCE EVALUATION - NON-SUPERVISOR

### USG Core Values

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Alongside GSW's competencies, USG's Core Values are now included in our performance evaluations. The values are listed below, and each GSW competency will be accompanied by at least one USG Value.

**Accountability** - We firmly believe that education in form of scholarship, research, teaching, service, and developing others is a public trust. We will live up to this trust through safeguarding our resources and being good stewards of the human intellectual, physical and fiscal resources given to our care.

**Excellence** - We will perform our duties to foster a culture of excellence and high quality in everything we do.

**Integrity** - We will be honest, fair, impartial and unbiased in our dealings both with and on behalf of the USG.

**Respect** - We recognize the inherent dignity and rights of every person, and we will do our utmost to fulfill our resulting responsibility to treat each person with fairness, compassion, and decency.

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Competency (USG Core Values)	Performance Score  (5-1)	Comments Required for All Ratings
<p><b>Knowledge of Work</b> - Consider the employee's skill level, knowledge, and understanding of all phases of the job. (Excellence and Integrity)</p>		
<p><b>Quality of Work</b> - Consider the accuracy and thoroughness in completing work assignments. Employees should strive to set high standards for personal performance. Consider the individual's ability to self-identify and correct errors. Take into consideration incomplete assignments. (Excellence, Accountability, and Integrity)</p>		
<p><b>Planning and Organizing</b> - Consider how well the employee defines goals for personal performance. Reflect on how well work tasks are organized and priorities established, and the amount of supervision required to do so. Consider the ability to meet and stay on schedule and the proper use of time. (Accountability)</p>		
<p><b>Customer Relations</b> - Consider how well the employee interacts with internal staff, external customers, and vendors. Reflect on how well the employee projects a courteous and professional manner. (Respect and Integrity)</p>		
<p><b>Dependability</b> - Consider how well the employee complies with instructions; consider the record of attendance and punctuality. (Accountability and Integrity)</p>		

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Competency (USG Core Values)	Performance Score  (5-1)	Comments Required for All Ratings
<p><b>Self-Initiative</b> - Consider how well the employee demonstrates resourcefulness, independent thinking, and the extent to which the employee seeks additional challenges and opportunities independently. Consider if the employee exhibits ingenuity and initiative in job performance and seeks to create new methods, techniques, and processes. (Excellence and Integrity)</p>		
<p><b>Communication</b> – Measure the employee’s effectiveness in listening to others, expressing ideas both orally and in writing, and providing relevant and timely information to management, co-workers, subordinates, and customers. (Excellence and Respect)</p>		
<p><b>Teamwork</b> - Consider how well the employee gets along with colleagues. Reflect on the employee’s respect for the rights of other employees and if a cooperative spirit is portrayed. (Respect and Integrity)</p>		

**PERFORMANCE EVALUATION - NON-SUPERVISOR**

Goal Score *(Optional for 2025 Evaluation Period and will not be included in the overall score)*

Previous Year Goal 1 (copied from prior evaluation) :		Score:	
Comments:			
Previous Year Goal 2 (copied from prior evaluation) :		Score:	
Comments:			
Previous Year Goal 3 (copied from prior evaluation) :		Score:	
Comments:			
Average Previous Goals Score	N/A		

**PERFORMANCE EVALUATION - NON-SUPERVISOR**

<b>II. Overall Performance Rating</b>		
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<b>Safety</b> - Consider the employee’s contribution to workplace safety through accident prevention, safety awareness, proper care for equipment, and adherence to policies and procedures.	Complies <input type="radio"/>	Does Not Comply <input type="radio"/>	N/A <input type="radio"/>
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**III. PROFESSIONAL GROWTH STRATEGY: FOR EVALUATOR ONLY**

Contact the Office of Human Resources for resources and consultation on Employee Development.

<b>Areas where growth is recommended:</b> Identify job-related competencies that are necessary for this employee to be more effective. Provide an appropriate plan to expand skills.	
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**IV. EMPLOYEE GOALS – TO BE SCORED IN THE FOLLOWING YEAR**

The employee and supervisor/evaluator will identify and discuss three goals to be accomplished by the next review. Completion of the goals outlined in this review will be evaluated on next year’s Performance Evaluation form and will be a component of the employee’s final review rating.

<b>Current Year Goal 1 (attach additional sheets if necessary) :</b>
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<b>Current Year Goal 2 (attach additional sheets if necessary) :</b>
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**Current Year Goal 3 (attach additional sheets if necessary) :**

**V. ADDITIONAL COMMENTS**

**Evaluator's Comments (attach additional sheets if necessary):**

**Employee's Comments (attach additional sheets if necessary):**

**VI. SIGNATURES**

Employee's Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Next Level Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*My signature indicates that my manager has reviewed this performance evaluation with me, and I was allowed to discuss the official review with the manager. My signature does not necessarily indicate agreement with the ratings. I am aware that I may respond to this evaluation in writing:*

**Attach the employee's written response if submitted.**