

**Navajo Technical University**  
**EPA-10 Performance Appraisal Form for Professional, Administrative, Exempt Personnel**

**Evaluation Period** From: \_\_\_\_\_ To: \_\_\_\_\_ Evaluation Type: Probation  Annual  Exit

Name, Title: \_\_\_\_\_

Department: \_\_\_\_\_

**PART I : PERFORMANCE EVALUATION**

<b>Supervisors Ratings:</b> *5-Excellent; 4-Above Average; 3-Average; 2-Below Average; *1- Unsatisfactory; N/A- Not applicable; * <b>Responses in these categories require explanation in Part II.</b>	<b>Significance Factor:</b> A = Critical B = Major C = Secondary
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5 - Excellent	4 - 4.9 Above average	3 - 3.9 Average, Meets Standards	2 - 2.9 Unsatisfactory, Does not fully meet Standards	1 - Unsatisfactory
Regularly makes exceptional contributions that have a materially positive impact on department, accomplishments are unique, exceptional and significant. Consistently exceeds all job requirements.	Frequently exceeds performance expectations/objectives, accomplishments are clearly and frequently above what is required.	Consistently meets job standards and may occasionally exceed performance expectations or objectives. Consistently performs in a reliable and professional manner.	Frequently does not meet performance expectations/objectives. Does not consistently achieve targets.	Consistently performs in an unsatisfactory manner. Employee does not meet most established performance requirements.

<b>CRITICAL:</b> Must be met or exceeded for program to meet its objective	<b>MAJOR:</b> Must be met for individual to be effective	<b>SECONDARY:</b> Should be met but will not preclude individual/program effectiveness
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**Job Knowledge:** Consider the employee's knowledge and application of the techniques, skills, procedures, expertise, etc. required to perform the job.

<ol style="list-style-type: none"> <li>1. Possesses Technical knowledge and displays understanding of all aspects of the job.</li> <li>2. Demonstrates ability to make sound, feasible decisions in a timely, independent manner.</li> <li>3. Develops policies and procedures in an appropriate manner.</li> <li>4. Interprets and applies policy accurately and consistently.</li> <li>5. Demonstrates analytical, objective approach to problem solving.</li> <li>6. Demonstrates effective verbal communication skills.</li> <li>7. Demonstrates effective written communication skills.</li> <li>8. Understands and applies fiscally sound budgetary principles.</li> </ol>	Supervisors Rating	Significance Factor
<b>TOTAL FOR THIS SECTION:</b>		

**Accomplishment of Objectives:** Consider the employee's performance results on specific projects, objectives, and/ or goals assigned during the review period.

<ol style="list-style-type: none"> <li>9. Establishes and accomplishes realistic objectives in a timely manner.</li> <li>10. Systematically assembles and arranges work to meet objective (organization skills).</li> <li>11. Understands, supports and strives to meet the annual goals and objectives of the department.</li> </ol>	Supervisors Rating	Significance Factor
<b>TOTAL FOR THIS SECTION:</b>		

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Quality of Work: Consider accuracy, completeness, neatness and employee's performance in maintaining high quality work standards.

	Supervisors Rating	Significance Factor
12. Is attentive to detail in a dependable, conscientious manner.		
13. Transmits information and fulfills requests expeditiously and accurately.		
14. Produces accurate, thorough and reliable work.		
<b>TOTAL FOR THIS SECTION:</b>		

Productivity: Consider the amount of work accomplished and the effective utilization of time and efforts on key work related issues and problems

	Supervisors Rating	Significance Factor
15. Establishes and meets realistic targets (milestones) for task completion.		
16. Exhibits professional behavior under stress.		
17. Effectively manages multiple tasks and responsibilities.		
18. Consistently produces results relative to Institute standards.		
19. Is able to recognize and set priorities while working multiple tasks.		
<b>TOTAL FOR THIS SECTION:</b>		

Initiative and Creativity: Consider the employee's ability to initiate and follow through with appropriate action and the ability to develop ways to handle new or unusual situations through wise use of human and financial resources.

	Supervisors Rating	Significance Factor
20. Plans effectively and imaginatively.		
21. Seeks innovative means to improve quality.		
22. Facilitates the decision making process.		
23. Recognizes needs and originates action.		
24. Adapts to changing priorities, new ideas and methods.		
25. Encourage employee participation to find solutions to problems.		
<b>TOTAL FOR THIS SECTION:</b>		

Interpersonal Relations: Consider the employee's ability to establish and maintain effective working relationships with the public, co-workers, faculty, students and staff based upon the Institute's values

	Supervisors Rating	Significance Factor
26. Demonstrates honesty, integrity and trust in all working relationships.		
27. Demonstrates the ability to resolve or amend conflicts or concerns in a positive manner.		
28. Builds relationships in which people come first and all are treated with dignity and respect		
29. Acts as a team member in the accomplishment of an assigned task.		
30. Encourages and accepts constructive feedback.		
<b>TOTAL FOR THIS SECTION:</b>		

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**Supervisory Skills:** Consider the employee's ability to effectively manage human resources. Consider factors such as delegation of authority, leadership, training/development and team building.

	Supervisors Rating	Significance Factor
31. Demonstrates excellence in leadership by promoting teamwork, creativity and a strong work ethic in achieving the goals and objectives of the division.		
32. Promotes training and development of employees.		
33. Encourages employees to learn new skills and accept new challenges in meeting their career goals.		
34. Delegates authority through clearly stated objectives and assigned accountability.		
35. Understands and adheres to the Institutes Affirmative Action Plan regarding goals and timetables, grievances/discrimination complaints, reviewing plans to their employees and following Institute guidelines.		
<b>TOTAL FOR THIS SECTION:</b>		

**Dependability:** Consider the employee's availability and responsiveness to assigned duties and reliability in performing them properly. Also consider attendance and punctuality.

	Supervisors Ranking	Significance Factor
36. Assumes full responsibility for assigned tasks.		
37. Completes work in a timely manner.		
38. Accepts full responsibility for his/her actions and those he/she supervises.		
39. Exhibits consistency in regular attendance and considers work load when requesting leave.		
40. Demonstrates responsibility by prompt attendance.		
41. Is available and punctual in attending work related meetings and functions.		
<b>TOTAL FOR THIS SECTION:</b>		

**Professional Contributions:** Consider the contributions made on the part of the employee to the staff, Institute, students, community and the Navajo Nation.

	Supervisors Rating	Significance Factor
42. Provides positive representation of the Institute in civic affairs and community or government service		
43. Contributes to the Institute through participation on special committees, volunteering for projects and through professional associations		
44. Displays commitment to the Institute.		
45. Provides courteous and professional assistance to both students and fellow employees on work and non-work related issues.		
<b>TOTAL FOR THIS SECTION:</b>		

**GRAND TOTAL / 45 QUESTIONS = OVERALL EVALUATION RATING:**

5 - Excellent	4 - 4.9 Above average	3 - 3.9 Average, Meets Standards	2 - 2.9 Unsatisfactory, Does not fully meet Standards	1 - Unsatisfactory
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**PART II COMMENTS**

**Supervisor Comments:** Based on the appraisal you have made, please answer the following questions in your own words. Use additional paper if necessary.

1. Your overall evaluation rating of this employee is indicated above. How did you come to this evaluation? If you rated the employee as \*Excellent or \*Unsatisfactory, you must provide detailed information as to how you arrived at this rating.

2. A. In your opinion, this employee is well suited for the work he/she is now doing. yes \_\_\_\_\_ no \_\_\_\_\_

**Explain your answer in detail.**

B. Progress that has been made toward previously recommended steps for professional development and/or training:

C. Recommendations for additional professional development and/or training:

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**Employees Comments:**

\_\_\_\_\_ I agree with the above evaluation/comments and recommendations.

\_\_\_\_\_ I disagree with the above evaluation/comments and recommendations for the following reasons:

Employee's request for professional development training:

Development or training classes completed during this evaluation period:

**Comments of Reviewing Official:**

**PART III SIGNATURES**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Reviewing Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Director/Dean \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Human Resources \_\_\_\_\_ Date \_\_\_\_\_

**Goals and Objectives Form - EPA 002  
for All Employees**

**Employee's Improvement Needs: Enter your comments in the box below.**

**Performance Objectives/Initiatives and Timelines: Enter your comments in the boxes below.**

1.

2.

3.

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**Employee's Comments:**

\*Add additional sheets if necessary

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I understand that my signature only indicates that I have read and discussed this part of my Performance Review with my Supervisor. It does not necessarily mean that I agree with the evaluations contents. I may attach additional written comments if desired.

We attest that as part of the evaluation process, the employee's job description has been reviewed and updates have been made as needed.

Employee Initials \_\_\_\_\_

Supervisor Initials \_\_\_\_\_

We attest that as part of the evaluation process, professional development activities and related objectives have been reviewed.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form must be attached to the Employee Rating Forms**