

Evaluation of Board Staff Policy

The Board of Supervisors will evaluate the performance of its office staff in alternate calendar years, beginning in 2008.

APPROVED 11/28/08

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS
STAFF PERFORMANCE
Evaluation Form**

Rating Scale:

5 =	<i>Excellent</i>
4 =	<i>Very Good</i>
3 =	<i>Satisfactory</i>
2 =	<i>Fair</i>
1 =	<i>Unsatisfactory</i>

Date: _____

Name: _____ Title: _____

Yrs of Employment: _____ Salary: _____

<i>Category:</i>	<i>Score:</i>	<i>Comments:</i>
Knowledge of Work- understanding of facts pertinent to job		
Integrity- honesty, confidentiality in relation to board affairs, professionalism, and impartiality amongst board members		
Dependability- timely completion of assignments, hours of work and attendance		
Capacity- embraces new technology, and willing to enhance personal skills through further education and training.		
Attitude- ability and willingness to work respectfully and cooperatively with board members, co-workers, and the related public		
Poise & Disposition- maintains self-control and professional demeanor		
Quality of Work- accuracy, thoroughness, and neatness		
Initiative- self-starting, acts upon assigned responsibilities without directives, sees tasks to be done and does them		

(Optional)

Board Member Signature: _____