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**Performance Evaluation Form**

  **Event Services Form**

|  |
| --- |
| Employee Name: |
| Title: |
| Department: |
| Supervisor:  |

**EVALUATION PERIOD:**

From (Mo/Yr): \_\_\_\_\_\_\_\_\_\_\_

To (Mo/Yr): \_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF APPRAISAL:

Annual: \_\_\_\_\_\_\_\_\_\_\_\_\_

Provisional: \_\_\_\_\_\_\_\_\_\_\_\_\_

OVERALL SCORE: \_\_\_\_\_\_\_\_\_

Loyola University Maryland’s Performance Evaluation Form is designed to link employee performance to Loyola’s mission and values as reflected in the Jesuit tradition and to provide guidance and consistency to the evaluation process. It assists the supervisor in making decisions about merit increases, promotions and continuing employment. It should be used to summarize and evaluate the employee’s overall performance for the past year, to establish results to be achieved for specific tasks or projects for the next year, and to identify professional development goals to enable the employee to enhance performance in their current position or to prepare them for future growth.

**Procedures**

1. The supervisor encourages the employee to complete a self-evaluation which will be used as input in the formal evaluation.
2. The supervisor prepares the evaluation. Any category where employees are not meeting expectations must be addressed with comments.
3. The second level supervisor approves the evaluation.
4. The supervisor discusses the evaluation with the employee and adds final comments.
5. The employee adds comments and signs off. The supervisor signs off and forwards it to the human resources office for the employee file.

***Questions regarding Loyola’s performance management process can be addressed to Human Resources at*** ***performancereview@loyola.edu*** ***or by calling at 410-617-2354.***

**General Job Description**

Event Services staff provide technical and logistical resources for the successful execution of University events and conferences. The incumbent works in conjunction with other Event Services staff to effect room set-ups as required, supervise selected events, and assist with commercial relocation of furniture and equipment on and around campus. Further, the incumbent operates and maintains University logistical, audio, and visual equipment in accordance with University safety standards for the benefit of University employees and event guests.

**Performance Levels**

The performance levels described below are consistent with those used to determine merit increase ranges. Use these descriptions/levels when completing this section. Select the rating that best describes performance for each competency.

**EXCEPTIONAL (5):** Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work.

**EXCEEDS EXPECTATIONS (4)**: Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

**MEETS EXPECTATIONS (3):** Meets all relevant performance standards. Occasionally exceeds desired results or objectives in one or more areas.

**BELOW EXPECTATIONS (2):** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

**NEEDS IMPROVEMENT (1)**: Consistently falls short of performance standards.

**Knowledge of Job**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Proficient in the use of equipment |  |  |  |  |  |  |
|  Proficient in the operation of technology |  |  |  |  |  |  |
|  Follows department procedures when supervising events |  |  |  |  |  |  |
| Accurately follows set-up diagrams and prepares rooms |  |  |  |  |  |  |
| Works independently and exercises sound judgment when confronted with inoperable equipment, newly defined event requirements and other field situations |  |  |  |  |  |  |

**Planned Skill Development:**

**Productivity/Quality**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Completes assigned tasks in a timely manner |  |  |  |  |  |  |
|  Organizes/plans assignments  |  |  |  |  |  |  |
|  Completes task with minimum supervision |  |  |  |  |  |  |
|  Has necessary tools and supplies on hand to complete duties |  |  |  |  |  |  |
| Manages simultaneous assignments |  |  |  |  |  |  |
| Completes assignments to departmental standards |  |  |  |  |  |  |

**Planned Skill Development:**

**Dependability**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Meets attendance standards |  |  |  |  |  |  |
|  Meets punctuality standards |  |  |  |  |  |  |
| Adapts well to changes in schedule |  |  |  |  |  |  |
| Complies with departmental/University policies |  |  |  |  |  |  |

**Planned Skill Development:**

**Initiative**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Suggests ways to improve operations |  |  |  |  |  |  |
| Willingly accepts new assignments |  |  |  |  |  |  |
| Adapts to changes in procedures and processes |  |  |  |  |  |  |
|  Reports problems and special conditions to supervisor/work order desk |  |  |  |  |  |  |
| Effectively manages time between scheduled tasks |  |  |  |  |  |  |

**Planned Skill Development:**

**Safety**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
| Complies with department/University safety policies/standards |  |  |  |  |  |  |
|  Follows University policy when using tools and equipment |  |  |  |  |  |  |
|  Wears appropriate attire for working conditions |  |  |  |  |  |  |
| Ensures hazardous waste removal policies are followed |  |  |  |  |  |  |
| Demonstrates safety when operating University vehicles |  |  |  |  |  |  |
| Follows emergency protocol when supervising events |  |  |  |  |  |  |

**Planned Skill Development:**

**Equipment and Supplies**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Properly cares for and maintains equipment |  |  |  |  |  |  |
|  Maintains adequate inventory of supplies |  |  |  |  |  |  |

**Planned Skill Development:**

**Interpersonal Skills**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Cooperates with others to achieve common objectives |  |  |  |  |  |  |
|  Interacts with others with tact and courtesy |  |  |  |  |  |  |
|  Accepts constructive criticism and instruction in a cooperative manner |  |  |  |  |  |  |
| Communicates clearly and effectively |  |  |  |  |  |  |
| Works effectively as a member of the team |  |  |  |  |  |  |
| Demonstrates commitment to Loyola’s vision, mission and core values |  |  |  |  |  |  |
|  Attentive to customer requests |  |  |  |  |  |  |
| Strives to meet customer expectations within department guidelines |  |  |  |  |  |  |

**Planned Skill Development:**

**Supervision of Student Employees**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
| Effectively trains student employees |  |  |  |  |  |  |
| Effectively delegates work to student employees |  |  |  |  |  |  |
| Effectively manages and rates the performance of student employees |  |  |  |  |  |  |
| Delegates responsibility to students |  |  |  |  |  |  |
| Builds rapport with students |  |  |  |  |  |  |

**Planned Skill Development:**

**Crew Leader**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **5** | **4** | **3** | **2** | **1** | **NA** |
|  Effectively oversees assigned work and progress of others |  |  |  |  |  |  |
|  Assists employees with solving routine problems |  |  |  |  |  |  |
|  Maintains proper workflow |  |  |  |  |  |  |
| Distributes workload equitably |  |  |  |  |  |  |
| Effectively manages and rates the performance of others |  |  |  |  |  |  |

**Planned Skill Development:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OVERALL EVALUATION SCORE** | ***5*** | ***4*** | ***3*** | ***2*** | ***1*** |

**Instructions for Development Plans**

Describe the areas that need to be improved or describe suggestions for developing and reinforcing strengths in the Development Plan section. A Development Plan is required of any areas with a score of less than “3”. Contact Human Resources to learn about available training courses/programs.

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| --- |
| **Title and Development Plan** |
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|  |
|  |
|  |

**Comments**

This section is for optional employee comments.

**Employee Comments:**

**Supervisor Comments:**

**Signatures**

My supervisor has reviewed this document with me. My signature indicates that I have reviewed this appraisal, but does not imply my agreement or disagreement with this appraisal.

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

Immediate Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next Level Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

***Please return the completed form to the human resources office. Thank you.***