HUMAN RESOURCES

TEXAS A&M UNIVERSITY

Employee Performance Feedback

INSTRUCTIONS The Texas A&M University System Regulation *33.99.03, Performance Evaluations for Nonfaculty Employees*, allows heads of departments and similar units to require more frequent and special employee evaluations as deemed necessary. This form may be used to provide performance feedback to employees **in addition to the annual evaluation process**. Such feedback will inform employees of the quality of their work, identify those areas needing improvement, set specific objectives for employees, and provide an opportunity to discuss career goals and the support needed to meet those goals.

Name	Title
Department	Date of Hire/Transfer
Review Number 1	Review Date

O = Outstanding E = Exceeds Expectations M = Meets Expectations DNM = Does Not Meet Expectations

RATING FACTORS	O	E	M	DNM
Quality of Work (accuracy, thoroughness, acceptability of work)	☐	☐	☐	☐
Quantity of Work (efficiency of work in specified period of time)	☐	☐	☐	☐
Initiative (self-starter/motivated)	☐	☐	☐	☐
Innovation (creates efficiency)	☐	☐	☐	☐
Customer Service (cooperates, works & communicates with customers)	☐	☐	☐	☐
Job Knowledge (demonstrated practical/technical skills for job requirements)	☐	☐	☐	☐
Leadership (motivates staff & coworkers)	☐	☐	☐	☐
Quality of Work Life (willingness to contribute/work with others, as appropriate)	☐	☐	☐	☐
Diversity (respects and values differences)	☐	☐	☐	☐
Employee Development (for supervisors only)	☐	☐	☐	☐
Other:	☐	☐	☐	☐

☐ Supervisor Comments (specific feedback about employee progress/areas of improvement) attached

☐ Employee Comments attached (optional)

If you feel a personal problem is contributing to a performance issue, you are encouraged to contact the Texas A&M Employee Assistance Program at 979-845-3711.

Employee Signature Date

Supervisor Signature Date

Department/Unit Head Signature (optional) Date

DISTRIBUTION:
Original to Personnel File
Copy to Employee
Copy to Supervisor

NEED HELP?
Employee Relations Office
979-862-4027
employee-relations@tamu.edu