

**THE UNIVERSITY OF MICHIGAN-FLINT  
COLLEGE OF ARTS AND SCIENCES  
ANNUAL SECRETARY/STAFF EVALUATION**

**(to be completed by Department Chair or Program Director)**

Staff person's name: \_\_\_\_\_ Position: \_\_\_\_\_

Department/Program: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director's name: \_\_\_\_\_

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Please submit a 2-page narrative addressing the applicable areas covered in the list below.

A.

1. **QUALITY OF WORK**
2. **PRODUCTIVITY**
3. **JOB KNOWLEDGE**
4. **DEPENDABILITY**
5. **ATTENDANCE AND WORK HABITS**
6. **INTERPERSONAL SKILLS**
7. **INITIATIVE**

B.

Your evaluation should highlight areas where the staff member has shown excellence as well as improvement. You should also point to specific areas where the staff person needs additional improvement; include ways in which you (and other members of the department) can provide guidance to the staff member to make necessary changes and show performance improvement. Where appropriate, include comments from other members of the department.