THE UNIVERSITY OF MICHIGAN-FLINT
COLLEGE OF ARTS AND SCIENCES

CAS STAFF EVALUATION FORM

Staff’s name: _____________________________ Position: _____________________________

Chair’s name: _____________________________ Department: _____________________________

Attach a narrative (maximum 2-pages) that describes the two following aspects of the staff member’s job:

PERFORMANCE: Comment on successful accomplishments and needs for improvement covering each of the following five areas.

1. Quality of Work and Productivity
2. Job Knowledge and Skills
3. Dependability and Work Habits
4. Communication, Collaboration and Interpersonal Skills
5. Initiative and Creativity

EXPECTATIONS/GOALS: As Department Chair, what would you like to see your staff member achieve in the coming year? What does the staff member him/herself seek to achieve over the next year? These may include new projects, areas of improvement, ways to accomplish them and guidance to make necessary changes. The expectations/goals should promote professional development and continuous improvement.

MEETING ACKNOWLEDGEMENT:

Please sign below.

We have met and discussed the performance and expectations of the job.

________________________  ___________________________
Staff Member                Department Chair/ Director

________________________
Date