



Merit Evaluation

2023 (9/1/22 – 8/31/23)

[Link to Merit Evaluation Tool - Click Here!!](#)

Performance Evaluation

Please provide current and accurate information in all fields to ensure prompt processing.

Employee Name

First Name

Last Name

Lamar ID (L#)

Department

Evaluator Name

First Name

Last Name

Job Title

Time in Present Position

Must be a current Lamar.edu email address.
Check for accuracy before submitting.

Employee Lamar Email

EX: jdoe@lamar.edu

Evaluator Lamar Email

EX: jdoe@lamar.edu

8 Performance Competencies - in Detail

TEAMWORK/COLLABORATION

- Interfaces and works with internal and external team members in ways that foster optimal team interaction and results.
- Meets team deadlines and responsibilities; keeps stakeholders informed appropriately.
- Listens to and values others' opinions, promoting a collegial team atmosphere.
- Supports, assists, and empowers team leaders while also leveraging own expertise to accomplish group goals.
- Contributes to effective team processes and deliverables (e.g., team communication, team meetings, team exercises, etc.).

STUDENT-FOCUSED

- Effectively applies knowledge of departmental service to best satisfy the student's needs and expectations.
- Resolves student questions and/or complaints efficiently, effectively, and professionally.
- Demonstrates a sense of urgency and responsibility to consistently provide outstanding service at all levels.
- Is committed to increasing student satisfaction and confidence.
- Demonstrates consistent student follow-up.
- Provides service that is responsive, courteous, and respectful.

QUALITY

- Produces results or provides service that meets or exceeds Lamar University standards.
- Shows concern for quality, accuracy, and completeness of work activities.
- Regularly seeks feedback and input from students.
- Plans own work activities in advance to ensure that all assignments are completed in a timely and quality manner.
- Uses established systems (i.e. software) to organize and efficiently keep track of information, data, time, and resources.
- Personally, seeks to add value in every work assignment.
- Notices opportunities to improve quality and takes action to do so.

ATTENDANCE/PUNCTUALITY

Is punctual and meets work attendance and deadline requirements.

RESOURCE MANAGEMENT

Resource management is the efficient and effective development of an organization's resources when they are needed. Such resources may include the financial resources, inventory, human skills, production resources, or information technology and natural resources.

JOB KNOWLEDGE

Job Knowledge measures employee's demonstrated job relevant knowledge and essential skills, such as work practices, policies, procedures, resources, laws, customer service, and technical information, as well as the relationship of work to the mission of Lamar University.

COMMUNICATION

- Is effective in interpersonal interactions as well as communicating both verbally and in writing.
- Shares pertinent information and ideas with others as appropriate.
- Listens carefully and is open to other points of view and accepts constructive feedback.
- Uses appropriate language, tone, style and structure in all communications.
- Fosters and maintains effective work relationships.

DEPENDABILITY

- Demonstrates reliability, dependability and accountability in all aspects of the defined role.
- Is reliable and trustworthy.
- Regularly completes all duties and goals with minimal supervision or assistance.
- Adapts well to changes in work assignments or goals.
- Accepts accountability for outcomes.

Performance Competencies

Teamwork/Collaboration

☐ Exceptional ☐ Meets Expectations ☒ Does Not Meet Expectations ☐ N/A

Resource Management

☐ Exceptional ☒ Meets Expectations ☐ Does Not Meet Expectations ☐ N/A

Student Focused

☐ Exceptional ☒ Meets Expectations ☐ Does Not Meet Expectations ☐ N/A

Job Knowledge

☐ Exceptional ☐ Meets Expectations ☒ Does Not Meet Expectations ☐ N/A

Quality

☐ Exceptional ☒ Meets Expectations ☐ Does Not Meet Expectations ☐ N/A

Communication

☒ Exceptional ☐ Meets Expectations ☐ Does Not Meet Expectations ☐ N/A

Attendance/Punctuality

☐ Exceptional ☒ Meets Expectations ☐ Does Not Meet Expectations ☐ N/A

Dependability

☒ Exceptional ☐ Meets Expectations ☐ Does Not Meet Expectations ☐ N/A

Is Job Performance and Productivity consistently above what is normally expected or required?

- ☒ Job Performance and Productivity IS consistently above what is normally expected or required.
- ☐ Job Performance and Productivity IS NOT consistently above what is normally expected or required.

8 Performance Competencies to be evaluated:

Each item must be scored as:

- Exceptional
- Meets Expectations
- Does Not Meet Expectations
- N/A-Use **ONLY** if not applicable.

If this option appears:

- Clicking the top option will make the employee eligible to be considered for merit increase.
- Clicking the bottom option will make the employee not eligible to be considered for merit increase.

Total Employee Rating

ABOVE STANDARDS

Comments

Typed name serves as evaluator signature

[privacy policy](#)

Submit Form

This field will automatically populate based on the performance ratings assigned above. This will inform you if the employee is:

- **Above Standards** and **WILL** be eligible to be considered for merit increase.
- or
- **Below Standards** and **WILL NOT** be eligible to be considered for merit increase.

Evaluator comments are strongly encouraged. Use this opportunity to mention:

- Goals
- Feedback
- Coaching
- Encouragement

Typed Evaluator name will serve as the electronic signature.

Click here to send the evaluation to the employee for review.



Human Resources

Finance and Operations

Home

Your Submission Has Been Received

If you have any questions, comments, or concerns regarding your submission please contact:

Human Resources

HR@lamar.edu

(409)880-8375

[Submit Another Evaluation](#)

Message you should receive once the Submit button is pressed and the submission has been successful.

Click here if you have another evaluation to complete – you will be brought back to a new blank evaluation form.

Performance Evaluation Review



Lamar University <notifications@forms.lamar.edu>

Supervisor Email

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Mon 9/12/2022 9:06 AM

Supervisor Name

has completed your evaluation. Please choose the link below to review and sign.

2023 Performance Evaluation

Employee will click here to review their evaluation.

Employee will receive an email like this to review the evaluation and make comments.



Please review the following Evaluation Submission from your Supervisor, acknowledge with your signature, and include additional comments if desired.

Employee Name

Test Test

Lamar ID

L00000000

L#

Department

Test Department

Evaluator Name

Example Example

Job Title

Employee

Time in Present Position

1 Year

Employee to review information that has been submitted by the Evaluator.

Performance Competencies

Teamwork and Collaboration

Exceptional

Resource Management

Meets Expectations

Student Focused

Exceptional

Job Knowledge

Does Not Meet Expectations

Quality

Meets Expectations

Communication

Meets Expectations

Attendance and Punctuality

Does Not Meet Expectations

Dependability

Meets Expectations

Employee to review information that has been submitted by the Evaluator.

Job Performance and Productivity IS consistently above what is normally expected or required.

Total Employee Rating

ABOVE STANDARDS

Evaluator Comments

Test comments to employee.

Employee to review Evaluator comments.

Employee signature is required.

☒ Typed name serves as employee signature

Typed name serves as employee signature*

Test Test

Employee Comments

Employee comments back to Supervisor

Employee Submission Date

September

12

2022

Employee can enter comments regarding their evaluation here.

[privacy policy](#)

Submit Form

Employee clicks here to complete the process. Completed eval is then emailed to Evaluator, Employee and HR for processing.

Summary

1. Meet with the Employee

- Choose a place where interruptions are minimal, and focus is on your employee.
- Schedule the meeting.
- Use Evaluation tool to rate performance on the areas indicated:
Teamwork/Collaboration, Student Focused, Quality, Attendance/Punctuality, Resource Management, Job Knowledge, Communication & Dependability.

2. Carrying Out The Plan

- Document performance goals in the comments section on eval tool. Provide/solicit ongoing feedback. Provide coaching and encouragement.

Deadline will be provided in a separate communication.

3. Complete Evaluation

- Document results on the merit evaluation tool.
- Obtain typed name signatures.
- Complete evaluation and submit to HR before the deadline.
- Employee & Supervisor will be sent an email with a copy of the Evaluation.

Continuous Improvement

[Link to Merit Evaluation Tool - Click Here!](#)