**EHRA Non-Faculty Performance Evaluation Template**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Period\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Discuss how the individual:**

* **Demonstrates expertise and knowledge of subject matter required to be successful in the job:**
* **Contributes in a constructive and positive manner to NC State’s mission and strategic goals:**
* **Demonstrates competence in achieving the expected quality of work. This includes being proactive in identifying and addressing issues and risks before they become crises; creatively and effectively using problem-solving skills; and strategically utilizing available resources:**
* **Complies with applicable federal and state laws and UNC and NC State policies and regulations:**
* **Has a strategic vision for the unit he or she manages and takes responsibility to foster the realization of that vision:**
* **Promotes diversity, inclusion and equal opportunity:**
* **Works cooperatively and collegially with colleagues and stakeholders:**
* **Communicates effectively, both verbal and written, in a manner that represents NC State well. This includes treating subordinates, colleagues, students and other members of the university community with dignity and respect:**
* **Models exemplary professional behavior through the demonstration of honesty, fairness, and respect and the fostering of ethical behavior in the workplace:**
* **Participates in appropriate professional organizations, groups, and/or committees and fosters the professional development of subordinates:**
* **[*Supervisors with Compliance Obligations*] To the extent applicable, has established compliance-related goals and objectives for the individual’s direct reports and evaluated the direct reports on their achievement of those goals and objectives:**
* ***[Compliance Point of Contact employees i.e. – subject matter experts]* To the extent applicable, has achieved their written compliance-related goals and objectives for the current year:**
* ***[Compliance Point of Contact employees i.e. – subject matter experts]* To the extent applicable, has established compliance-related goals and objectives for the upcoming year:**