

# UNIVERSITY SYSTEM OF NEW HAMPSHIRE

Professional, Administrative and Technical (PAT)

Importance Factor Rating of Position

(to be completed by evaluating supervisor)

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Introduction: In order to more satisfactorily evaluate the performance of each PAT staff member, a system of rating the various factors important to each position is employed. Please consider the factors listed below and rate them according to their importance. You have absolute flexibility in your rating. No hierarchy of importance is required. The following scale should be used:

5	4	3	2	1
Primary	Above Average	Average	Minor	Very Little
Importance	Importance	Importance	Importance	Importance

Please give this matter your serious consideration. **Evaluate the position, not the staff member**, as these ratings will remain with the job even if the employee changes. This process is an initial step in the PAT performance evaluation procedure. Place the number indicating the importance opposite the factor. This form will establish the basis for performance evaluations in the future. It is anticipated that this procedure will assist all of us in doing a better job.

## Factors

## Importance

Consider/Rate the importance of:

Ability to Maintain Good Relations - Ability to develop and maintain understanding and good will both within the institution and with the general public

Competency - Capability, possesses qualities necessary to function effectively within area of endeavor

Improvement of System and Operations - Creative ability to effect improvements in methods of operation

Management Ability - Ability to plan, organize, direct, coordinate and control functions within area of responsibility

Promotability - Readiness to assume increased job duties and higher level responsibilities

Resourcefulness - Ability to effectively meet and handle difficult work situations

Quality of Work - Caliber of work performed

Quantity of Work - Volume of work performed

Knowledge of Job - Experience, total preparation for performing job function

Ability to Learn - Open-mindedness, flexibility of thought, ability to augment and incorporate new ideas into job, intelligence

Initiative - Self-starting energy, ability to plan and carry out work systematically, enthusiasm

Cooperativeness - Willingly accepts instructions and constructive criticism, helpful, loyal, works as a team member

Reliability - Sense of business responsibility, conscientiousness, dependability

Judgment - Power to analyze, ability to reason and achieve logical conclusions, speed of mental reaction

Overall Performance - All facets of work performance

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Supervisor Performing Rating Function

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Date