

Sam Houston State University Special Performance Evaluation (SPE) Form

Instructions: Use this form to document staff employee performance and/or behavior. This form should be completed on a critical incident basis and reviewed with the employee as soon as possible. This form should be kept in the supervisor's file and used as a reference during the employee's annual performance appraisal. If immediate action is required, this form is used to justify the action. See: Human Resources Policy HR-02, Classification, Evaluation, and Salary Administration of Non-Faculty-Jobs and Human Resources Policy HR-07, Employee Relations and Discipline.

I. Employee:

Name _____ Sam ID # _____

Title _____ Dept. _____

II. Describe Performance and/or Behavior That Prompted This Evaluation:

III. Expected Outcome:

NOTE: Attach supporting documents or use the back of this form for additional comments if necessary.

IV. Signatures:

Employee Acknowledgment _____ Date _____

Supervisor _____ Date _____