

**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 ER-6, Staff Evaluation System, Human Resources Policy ER-2, Employee Relations and Discipline of Staff Employees, and Human Resources Policy WS-2, Staff Salary Administration.

***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 \_\_\_\_\_