

Staff Performance Evaluation

Employee First & Last Name	Department
Job Title	Supervisor Name
Review Period	Review Date

Purpose

Human Resources has identified nine core competencies upon which all employees will be evaluated. The purpose of the performance evaluation is to reflect on the employee's job performance for the review period and to set goals for the upcoming year. This tool is to be used for interactive and continuous communication between supervisors and employees throughout the year.

Instructions

Please complete each section of the form based on the evaluation levels and criteria listed below.

Exceeding (E)	Meets (M)	Satisfactory (S)	Developing (D)	Needs Improvement (NI)
<p>Includes individuals who significantly and consistently exceed expectations and role requirement.</p> <p>Demonstrates exceptional depth and breadth of role knowledge.</p> <p>Demonstrates exemplary conduct for other staff members to emulate; highly regarded by others within the University community.</p> <p>Exceeds expectations on a consistent basis.</p>	<p>Includes individuals who consistently meet and occasionally exceed expectations and role requirements.</p> <p>Possesses sufficient depth and breadth of role knowledge.</p> <p>Exhibits professional interactions with peers, customers, managers, and students.</p> <p>Provides accurate and timely assistance to peers, customers, managers, and students on a consistent basis.</p>	<p>Includes individuals who meet expectations and role requirements.</p> <p>Has adequate role knowledge and can work independently.</p> <p>Satisfies all essential job requirements. May exceed expectations periodically.</p> <p>Provides adequate information or assistance to peers, customers, and students.</p>	<p>Includes new employees who are still learning specific skills or key job responsibilities.</p> <p>Includes individuals who need to gain proficiency in certain skills, knowledge and/or processes.</p> <p>Demonstrates a visible effort to improve. Requires support/direction, however, performance demonstrates the ability to meet expectations.</p> <p>Makes a conscious effort to demonstrate professional interactions with peers, customers, supervisors, and students.</p> <p>Demonstrates a willingness to learn from mistakes to adapt conduct effectively.</p>	<p>Demonstrates inconsistent role knowledge and does not fully perform all requirements and duties.</p> <p>Includes individuals who often miss deadlines, work is regularly incomplete.</p> <p>Takes little to no initiative.</p> <p>Requires more than the expected level of supervision required to complete job duties successfully.</p> <p>Demonstrates inconsistent and/or unprofessional interactions with peers, customers, managers, and students.</p>

I: Evaluation of Job Responsibilities/Accountability- <i>Accepts responsibility for own actions and decisions. Demonstrates commitment to accomplish work in an ethical, efficient, and cost-effective manner.</i>				
<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding overall job performance for all job duties for review period.				
II: Evaluation of Individual Goals- <i>Works with supervisor to identify goals to ensure continued contributions from employee for success within the university.</i>				
<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding achievement of individual goals for review period (measurable actions & results).				
III: Evaluation of Adaptability- <i>Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.</i>				
<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding demonstrated adaptability during the review period.				
IV: Evaluation of Communication- <i>Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.</i>				
<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding communication skills demonstrated during the review period.				
V: Evaluation of Customer Focus- <i>Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' needs and continually seeks to provide the highest quality service.</i>				
<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding customer focus skills demonstrated during the review period.				

VI: Evaluation of Inclusiveness-*Demonstrates an ongoing and active contribution to creating a welcoming workplace and campus environment free from bias and harassment by modeling inclusive behaviors and interactions with the campus community. An inclusive employee aims for personal growth in empathy, self-awareness, and understanding by educating themselves about different aspects of identity and experiences other than their own.*

<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding demonstrated ability of inclusive behavior during the review period.				

VII: Evaluation of Training and Development-*Develops insights into situations and applies creative solutions to make organizational improvements and meet challenges. Creates a work environment that encourages original thinking and innovation. Designs and executes processes and/or approaches to enhance the effectiveness.*

<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding training and development demonstrated during review period.				

VIII: Evaluation of Work Quality/Productivity-*Work products are professional, clear, and comprehensive in keeping with department standards.*

<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding quality of work and productivity demonstrated during review period.				

IX: Evaluation of Team Focus-*Works cooperatively and effectively with others to achieve common goals. Participates in building team morale based on trust and commitment.*

<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Add comments regarding the demonstrated ability to work with team members during the review period.				

SUPERVISOR'S OVERALL EVALUATION

<input type="checkbox"/> Exceeding (E)	<input type="checkbox"/> Meets (M)	<input type="checkbox"/> Satisfactory (S)	<input type="checkbox"/> Developing (D)	<input type="checkbox"/> Needs Improvement (NI)
Summarize the employee's performance, discussing areas of strength and areas for improvement. Provide overall evaluation rating for measurement period.				

What has the employee done well in their role?

What could the employee improve on in their role?

Development Goals You Would Like the Employee to Achieve Over the Next Year.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you had the opportunity to complete the Employee Self-Assessment?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand the job duties/goals for the <u>current</u> evaluation cycle?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand the job duties/goals for the <u>next</u> evaluation cycle?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Did you receive a copy of the job description for review and signature?

Employee Comments.

Signatures (Required)

I have reviewed this performance evaluation and have been given the opportunity to provide written feedback. My signature does not imply agreement.

Supervisor

Date

Employee

Date

VP/Executive Leader

Date