



Employee Name:

Employee ID#:

Unit Name:

Reviewing Supervisor:

Classification:

Date of most recent position description review (recommend annually):

Use drop down menus to select the rating for each category and to provide an overall rating in the final section of the form. Comments may be entered in the spaces below or a file may be attached.

Exceptional	Performance consistently exceeded expectations. Demonstrated expertise. Modeled desired behaviors for others. Trained and led others in this area. Employee was an exceptional contributor to the success of the department, college, and university.
Exceeds Expectations	Performance often exceeded expectations. Demonstrated advanced knowledge. Modeled desired behaviors for others. Trained or led others in this area. Employee was a major contributor to the success of the department, college, or university.
Achieves Expectations	Performance consistently met expectations, and on occasion exceeded expectations. Employee is proficient and performance is satisfactory. Employee was a contributor to the success of the department, college, or university.
Below Expectations	Performance short of standards. Employee either did not fully or did not consistently meet expectations. In some cases, employee is making progress but not yet proficient. Improvement needed in one or more areas of performance, behavior or results.
Well Below Expectations	Performance repeatedly or significantly short of expectations. Immediate action toward improvement should be taken.

Service-Orientation

Representative expectations for this category.

Effectively and respectfully serves varying needs faculty, staff, students and/or public. Professional and courteous.

Effectively listens to team members and others.

Responds quickly to inquiries and requests, and ensures completion/resolution.

Takes ownership of work and does not pass/transfer work inappropriately.

Identifies, takes action and solves problems at the point where they occur.

Results-oriented, focused on unit, college, and university strategic goals.

Rating for Category:

Comments

Examples of Effective Behaviors

Areas of Growth or Improvement



Collaboration and Teamwork

Representative expectations for this category.
Embraces diversity - people, perspectives and contributions.
Displays integrity in interactions.
Consistently builds and enhances work relationships.
Works collaboratively and shares information.
Focuses on solutions instead of blame or rationalization.
Demonstrates a positive attitude.

Rating for Category:

Comments

Examples of Effective Behaviors

Areas of Growth or Improvement

Change and Innovation

Representative expectations for this category.
Displays adaptability, flexibility, and ability to work through changes within unit/division/college.
Seeks new and innovative methods of completing assignments. Positively challenges the status-quo.
Seeks candid feedback from others and integrates feedback, new knowledge and methodologies to advance self and university.
Readily assumes additional or new responsibilities.

Rating for Category:

Comments

Examples of Effective Behaviors

Areas of Growth or Improvement



Functional and Technical Skills (Evaluate based on specific expectations for the position. Expectations will vary with position.)

Uses sound judgment.

Uses effective communication skills and appropriate methods of communication.

Accuracy and quality of work product.

Complies with unit, college and university policies and procedures, and legal requirements.

Keeps information and records organized and accessible to others, as appropriate.

Proficient with equipment, systems and software necessary to function in current position.

Accomplishes agreed upon workload.

Attendance & punctuality.

Rating for Category:

Comments

Examples of Effective Behaviors

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Areas of Growth or Improvement

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Leadership (Complete for supervisors only)

Representative expectations for this category.

Successfully manages established budget, employing cost-effective measures.

Integrates objectives, opportunities and resources; effectively prioritizes and balances workload.

Anticipates unit needs and takes action.

Provides direction, then empowers employees with the authority, responsibility and resources to achieve results.

Effectively coaches, develops, challenges and mentors team members.

Holds staff accountable through timely performance feedback, counseling or improvement plans.

Rating for Category:

Comments

Examples of Effective Behaviors

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Areas of Growth or Improvement

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Overall Performance Summary and Comments Discuss results of objectives that were to be completed during the performance period; progress in areas for improvement that were noted on the previous evaluation; and professional development that was completed during the performance. *Enter below or attach a file.*

Overall Rating

Employee Comments--Enter below or attach a file.

2023 – 2024 Performance Objectives

- Supervisors – Use this tool to plan performance for the upcoming year. Examine the needs of the unit and review any areas for improvement you identified earlier in this performance evaluation and establish at least three SMART objectives below. Objectives can include behaviors for improvement, tasks or projects for completion, or stretch assignments. Discuss and agree to priority, resources and timelines and provide a copy of these goals to the employee. Objectives can be set during the performance evaluation discussion, or during a separate performance planning meeting. SMART Goals are as follows:
- Specific - Objectives focus on specific results that are easily identified when they are achieved and when they are not.
- Measurable - Establish metrics for the objectives - time, quality, quantity, etc.
- Attainable - Objectives should be challenging yet realistic.
- Relevant to the position and the individual employee, and results-oriented.
- Time-bound - Objectives describe a clear time-frame for completion OR can be broken down into steps with multiple due dates relevant to the position and the individual employee, and results-oriented.



Objective 1	
Result Desired	
Timeline for Completion	

Objective 2	
Result Desired	
Timeline for Completion	

Objective 3	
Result Desired	
Timeline for Completion	

Objective 4	
Result Desired	
Timeline for Completion	

Objective 5	
Result Desired	
Timeline for Completion	

2023– 2024 Professional Development Objectives

Development Opportunities	
Proficiency Expectations	
Timeline for Completion	



Signatures

My supervisor and I have met to discuss this evaluation and establish performance objectives for the upcoming year.
(Signing this form indicates only that the form has been reviewed with you and that you have received a copy. It does not
imply agreement.) I understand what is expected of me.

Employee

Date

Supervisor

Date

HR Consultant