

Employee: _____ Evaluation period: _____

Title: _____ Department: _____

Date: _____ Immediate Supervisor: _____

Position description was reviewed and is accurate: Yes No If no, update to be completed by: _____

The employee shall initiate the form by completing sections based on the instructions provided and submit this form to his/her supervisor on a date established by the supervisor, but no later than by July 15. The supervisor shall then complete their portions and meet with the employee to review the evaluation. The completed form shall be signed and submitted to Human Resources no later than September 15.

PART I - JOB RESPONSIBILITIES

Employee: Prepare responses that include details showing areas of success and areas for growth.

Supervisor: Provide feedback including next steps (when applicable).

Employee's major accomplishments as they relate to the job description and key functions of the position:

Employee's learning experiences and areas for growth:

Supervisor comments:

PART II - EMPLOYEE SKILLS AND EFFECTIVENESS

Employee and Supervisor: Use the following performance ratings and codes in completing this section of the evaluation. Provide comments on overall skills and effectiveness. Responsibilities and/or competencies that were rated ND must identify specific goals and action steps for improvement.

HS	Highly Successful (HS): Employee is successful and exceeds job requirements/performance standards and objectives. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Offers and seeks more efficient methods to perform work. Initiates recommendations and solutions. Contributions extend beyond their position adding value to the University overall.
S	Successful (S): Employee is successful in most aspects and performance is satisfactory. Achieves job requirements/performance standards and objectives. Some improvement may be required. Displays an acceptable level of productivity and quality results. Follows recommendations and solutions.
ND	Needs Development (ND): Performance is below expectations and development is necessary. Some job requirements may be achieved. May not consistently demonstrate basic comprehension, required skills or initiative for the position. If using ND as rating you <u>must</u> be able to describe how a competency can be developed and improved.

Employee Rating	Supervisor Rating	
<input type="checkbox"/> HS	<input type="checkbox"/> HS	Knowledge and Expertise: Knows and fulfills job responsibilities; knows current issues and trends in assigned area of responsibilities; knows and follows appropriate budget procedures; knows and follows operational procedures.
<input type="checkbox"/> S	<input type="checkbox"/> S	
<input type="checkbox"/> ND	<input type="checkbox"/> ND	

<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	Planning and Effectiveness: Plans appropriately; completes tasks thoroughly and in a timely manner; ability to manage multiple responsibilities; delegates when appropriate; flexible; dependable.
<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	Communication and Interpersonal Relations: Models cultural competence and sensitivity to diversity; ability to communicate effectively; positive working relationships with prospective and current students, faculty, staff and community; represents the university competently to external constituencies.
<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	Problem Solving and Decision-Making: Identifies and evaluates problems objectively; formulates sound decisions and recommendations; encourages staff participation in decision making; demonstrates resourcefulness in problem solving; deals effectively with changing situations; works effectively under pressure.
<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	Leadership and Innovation: Models integrity and ethical behaviors; provides initiative and direction for unit; builds positive relationships internally and externally; models good judgment; provides effective supervision; effectively uses allocated resources; demonstrates creativity and resourcefulness.
<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> ND	Overall Contribution to the Department and University: Understands and contributes to achieving the strategic goals of the university, division, and department; contributes to positive morale; demonstrates interest and involvement in university activities; promotes positive public relations.
Employee Comments:		
Supervisor Comments:		

PART III - PREVIOUS YEAR DEVELOPMENT PLAN

Employee: List the goals included in your previous Evaluation/Development Plan and the outcome.
Supervisor: Provide feedback including next steps. Note: If any extensive follow-up is required, those actions may be included as a new goal for the subsequent year (See Part IV).

Goal	Goal Outcome
Supervisor support and feedback:	

PART IV - NEXT YEAR'S DEVELOPMENT PLAN

Employee: List and define goals related to primary job responsibilities for the next appraisal period.
Supervisor: Provide input and make any final decisions that support the individual and department. Identify specific goals and action steps for improvement in responsibilities and/ or competencies need improvement.

