

Employee Name:

Employee CID:

Department:

Job Title:

Supervisor's Name:

Supervisor CID:

Performance Period From: 01/01/2010 To: 12/31/2010

Date of Review:

Due Date: **April 1, 2011**

INSTRUCTIONS

Use the employee's last performance review, most current position description, critical incident file, and observations as a basis for this review.

Expectations – These comment sections allow you to outline what the normal requirements are for that particular area of evaluation.

Justification – You will need to use these comment sections to validate and explain the rating that was given to the employee.

Ratings should be based on the following scale and definitions.

Rating	Points	Definition of Rating
Superior Performance	10	Performance far exceeded expectations due to exceptionally high quality of work performed in all <i>essential</i> areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department or University objectives. This rating is achievable by any employee, though given infrequently. <i>If performance is well above expectations to deserve a "10" overall, then an additional memo explaining the employee's performance should accompany this performance review as justification for an overall "Superior" rating.</i>
Exceeds Expectations	8-9	Performance consistently exceeded expectations in all <i>essential</i> areas of responsibility, and the quality of work overall was excellent. Annual goals were met. Performance at this level is consistently above average as compared to the stated performance standards.
Meets Expectations	3-7	Performance consistently met expectations in all <i>essential</i> areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.
Needs Improvement	1-2	Performance did not <i>consistently</i> meet expectations – performance failed to meet expectations in one or more <i>essential</i> areas of responsibility, and/or one or more of the most critical goals were not met.
Does Not Meet Expectations	0	Performance was consistently below expectations in most <i>essential</i> areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

The original of this completed Performance Review, along with employee comments and all appropriate signatures must be sent to Human Resources for the employee's personnel file; a copy should be given to the employee and another copy kept in the department files.



Employee Self-Review: Ask the employee to describe accomplishments, strengths, and areas of needed improvement during the past performance period.

A large, empty rectangular box with a thin black border, intended for the employee to provide their self-review.

1. ESSENTIAL JOB FUNCTIONS: In the text box below, **list at least four essential functions** (duties and responsibilities) of the employee’s job. Then rate below, the overall quality of the employee’s ability to perform these functions.

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:



2. ASSIGNMENTS & TASKS: Rate the employee’s ability to perform and complete assignments. Is the work done with an acceptable level of quality? Is it completed on time? Are results satisfactory?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:

3. JOB KNOWLEDGE AND SKILL SET: Does the employee understand the key aspects of the job and possess the knowledge and skills to perform the duties?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:



4. CUSTOMER SERVICE: Does the employee demonstrate a helpful, professional and courteous approach to help customers (students, other department personnel, public, etc.)? Does the employee present a professional image in appearance, dress, attitude and demeanor?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:

5. INTERPERSONAL SKILLS: Does the employee work well with others? Is the employee cooperative with the supervisor? Is the level of the employee’s ability to communicate satisfactory and consistent with the job? Does the employee handle interpersonal conflict and disagreement in a professional manner?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:



6. ATTITUDE AND WORK ETHIC: Does the employee demonstrate a positive attitude towards work, assignments and cooperating with others? Does the employee show initiative and willingness to help? Does the employee demonstrate a willingness to complete tasks and to go the “extra mile” to get the job done?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:

7. COMPLIANCE: Does the employee follow and comply with all University and department rules and policies (i.e., Attendance, Dress Code, Ethics, etc.)?

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:



8. SUPERVISORY/MANAGEMENT RESPONSIBILITIES: Does the supervisor plan, organize, execute, and monitor activities within this job’s scope of responsibility? Does the supervisor monitor leave and timekeeping activities of assigned staff? Does the supervisor follow up to ensure assignments are completed?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:

9. LEADERSHIP: Does the supervisor lead by example, motivate employees, build teamwork, and able to accomplish assignments through team members?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:



10. RESOURCEFULNESS: Does the supervisor use resources (staff, equipment and materials, funds, time) wisely and effectively to accomplish tasks?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:

11. PROBLEM SOLVING AND DECISION-MAKING: Does the supervisor use sound judgment in solving problems and making decisions?

Expectations:

Superior 10 Points	Exceeds 8-9 Points	Meets 3-7 Points	Needs Improvement 1-2 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Justification:



12. EMPLOYEE PERFORMANCE REVIEWS: Has the supervisor completed performance reviews for all employees under the supervisor’s charge?

Expectation: At a minimum, a performance review meeting with the employee must be scheduled and the Performance Review Form must be completed and submitted annually for each employee.

Superior 10 Points	Does Not Meet 0 Points	Rating
<input type="checkbox"/>	<input type="checkbox"/>	

CRITICAL SUCCESS FACTORS AND GOALS FOR NEXT PERFORMANCE PERIOD:

TRAINING AND DEVELOPMENT OPPORTUNITIES:



Scoring

Total of all individual ratings. [Raw Score will range from 0 to 120]	
Average Performance Review score (Raw score/12) [Average will range from 0 to 10]	

Note: Numerical ratings represent a quantitative measure of an employee's overall performance and can be used to track performance over time and can also be used to comparatively rank your employees within your scope of supervisory responsibility.

EMPLOYEE'S COMMENTS (Optional – Attach additional sheet if necessary)

SUPERVISOR

I have met with this employee and discussed his or her *Performance Review*. I have advised the employee that I will provide him or her with a copy of this signed *Review* I have also advised the employee that he or she may prepare a written statement, if so desired; regarding this performance review for his/her departmental personnel file.

Supervisor Signature_____

Date_____

EMPLOYEE

I understand that my signature indicates only that I have read and discussed this *Performance Review with* my supervisor. It does not necessarily mean that I agree with my supervisor's ratings or comments. I may attach written comments, if desired. Check **Yes** () if comments are attached, or check **No** () if comments are not attached.

Employee Signature_____

Date_____

VP/PRESIDENT APPROVAL: REQUIRED ONLY FOR OVERALL RATINGS OF SUPERIOR PERFORMANCE

(Appropriate VP level signature required below. President level signature required for those positions reporting directly to the President)

I acknowledge and approve of the overall rating of "Superior" for this employee.

Signature_____

Date_____

Title_____