****

**Performance Planning and Evaluation**

|  |  |  |
| --- | --- | --- |
| **EMPLOYEE NAME: Employee ID#:** | | |
| **Bargaining Unit:** | **Job Title:** | **Department:** |
| **Supervisor:** | **Evaluation Period:**  **April 1, 2024 - March 31, 2025** | **Date of Evaluation:** |

This evaluation provides a written record of the employee’s Performance including Major Responsibilities, Goals and Objectives, as well as the supervisor’s evaluation of job performance. It is designed to improve job understanding, encourage ongoing communications, promote effective performance and establish goals that support unit and career development. In addition, the evaluation may provide information to support possible merit salary determinations and other personnel actions. Supervisors are expected to be accurate and candid in their evaluation of employees. This evaluation will become part of the employee’s personnel file.

**PERFORMANCE REQUIREMENTS**

**Section I: Major Responsibilities**

|  |
| --- |
| **Major Responsibilities:** List the major responsibilities of the position for this evaluation period in approximate order of importance. (Please attach an additional sheet if other responsibilities should be included). |
| **1.** |
| **2.** |
| **3.** |
| **4.** |
| **5.** |

**Section II: Prior Year Goals and Objectives (include at least three but no more than five goals)**

|  |
| --- |
| **Goal I:** |
| **Goal II:** |
| **Goal III:** |
| **Goal IV** |
| **Goal V:** |

*Please review the job description if any major responsibilities have changed or the goals impact job duties.*

**Description of Goal Progress**

|  |
| --- |
| Please acknowledge goals accomplished, progress the employee made, and/or challenges the employee encountered in achieving prior year’s goals: |

**Description of Performance Rating Categories**

Consider employee Performance in accomplishing Major Responsibilities and Planned Goals and Objectives while demonstrating Organizational Values (such as Collaboration, Inclusion, Service-Orientation, etc.)

|  |  |
| --- | --- |
| **PERFORMANCE RATING CATEGORY** | **DESCRIPTION** |
| **Outstanding Performance** | Performance Requirements were consistently achieved above expectations. Significant accomplishments were made in unexpected areas. A rating at this level requires that several specific examples of outstanding performance be provided. |
| **Exceeds Expectations** | Performance Requirements were achieved and sometimes were achieved above expectations and established standards. A rating at this level requires that specific examples be provided. |
| **Successful Performance** | Performance Requirements were successfully achieved. |
| **Needs Improvement** | Performance reflects a need for improvement. A rating at this level may require action in the form of coaching, skill development and feedback to support development. This category may apply to new employees, newly promoted or transferred employees, or employees who have assumed new responsibilities. *Performance Notes* are appropriate for documenting improvement needed and positive performance. |
| **Unsatisfactory** | Established Performance Requirements were not achieved and some Performance was below established standards. A rating at this level requires the completion of a Performance Development Plan. |

**Section III: Instructions: Based on established goals and objectives, assess the performance level demonstrated by the employee during the review period for the following Performance Factors (provide specific examples as appropriate):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Performance Factors** | ***Unsatisfactory*** | ***Needs***  ***Improvement*** | ***Successful***  ***Performance*** | ***Exceeds Expectations*** | ***Outstanding***  ***Performance*** |
| **Demonstrated Job Knowledge:** |  |  |  |  |  |
| * Demonstrates the knowledge and skills required to perform the job, including administrative policies and procedures, technical and/or specialized knowledge/expertise and managerial/supervisory skills (if applicable). * Understands position goals, responsibilities, and expectations. | **Comments:** | | | | |
| **Commitment and Accountability:** |  |  |  |  |  |
| * Demonstrates accountability in work responsibilities. * Exercises sound and ethical judgment when acting on behalf of the University. * Exercises appropriate confidentiality in aspects of work as appropriate. * Demonstrates commitment to work and to consequences of their actions. | **Comments:** | | | | |
| **Communications:** |  |  |  |  |  |
| * Demonstrates the ability to express themselves clearly, both orally and in writing. * Demonstrates effective listening skills. * Shares knowledge and information with others as appropriate. * Asks questions and offers input towards results. | **Comments:** | | | | |
| **Motivation:** |  |  |  |  |  |
| * Shows initiative, anticipates needs and takes actions when needed. * Demonstrates innovation, creativity and informed risk-taking when needed. * Engages in problem-solving; suggests ways to improve performance and be more efficient. * Strives to achieve individual, area, and University goals. | **Comments:** | | | | |
| **Collaboration:** |  |  |  |  |  |
| * Establishes effective working relationships and demonstrates willingness to work with colleagues to solve problems and achieve common goals. * Demonstrates sensitivity to the needs of others. * Offers assistance, support, and feedback to others in a constructive manner. * Works effectively and cooperatively with others. | **Comments:** | | | | |
| **Performance Factors** | ***Unsatisfactory*** | ***Needs***  ***Improvement*** | ***Successful Performance*** | ***Exceeds Expectations*** | ***Outstanding***  ***Performance*** |
| **Service-Orientation:** |  |  |  |  |  |
| * Is approachable by and accessible to others. * Is responsive and helpful in a timely manner. * Strives to satisfy needs of external and/or internal customers. * Is diplomatic, courteous, and welcoming. | **Comments:** | | | | |
| **Adaptability:** |  |  |  |  |  |
| * Is flexible, open and receptive to new ideas and approaches. * Adapts to changing priorities, situations and demands when necessary. * Handles multiple tasks and priorities. * Willingness to modify one's preferred way of doing things when appropriate. | **Comments:** | | | | |
| **Inclusion:** |  |  |  |  |  |
| * Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs, with regard to ethnicity, gender, creed, sexual orientation and ability. * As a manager, is proactive in diversifying search committee and/or candidate pools, as applicable. * Promotes cooperation and a welcoming environment for all. * Works to understand the perspectives brought by all individuals. * Handles issues with sensitivity and provides genuine assistance, and confidentiality * Pursues knowledge and awareness of issues related to diversity and inclusion. | **Comments:** | | | | |
| **Self-Development:** |  |  |  |  |  |
| * Enhances personal knowledge, skills, and abilities. * Anticipates and adapts to technological advances as needed. * Seeks opportunities for life-long learning. * Acts upon performance feedback. | **Comments:** | | | | |
| **Additional Performance Factors specific to position (optional)** |  |  |  |  |  |
|  | **Comments:** | | | | |

**Section IV: Goal Setting Worksheet** (To be discussed between the employee and supervisor). Please list at least three goals but no more than five for the upcoming year.

**Goal Setting:** List goals for the coming year that are consistent with the job description, are supportive of area objectives, and will enhance job performance. Using the following criteria (“**SMART”** goals) in setting effective goals is advised:

* **Specific** Specific goals help the employee to better understand what is expected.
* **Measurable** Measurable goals help the employee and supervisor to understand when the

expected outcome is achieved.

* **Achievable** Goals should be realistic.
* **Results-Oriented** Goals should focus on desired results.
* **Time-Specific** Goals should have deadlines, where applicable.

|  |
| --- |
| **Goal I:** |
| **Goal II:** |
| **Goal III:** |
| **Goal IV:** |
| **Goal V:** |

**OVERALL PERFORMANCE RATING:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***\*\*****Unsatisfactory* | *Needs*  *Improvement* | *Successful*  *Performance* | *Exceeds Expectations* | *\*Outstanding Performance* |
|  |  |  |  |  |

***\*****For overall rating of “****Outstanding Performance,****”* *prepare and attach several specific examples of performance*.

***\*\*****For overall rating of “****Unsatisfactory****,” prepare and attach a Performance Development Plan.*

Immediate Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

## COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have reviewed this document with my supervisor. My signature indicates that I have met with my supervisor to discuss this Evaluation, but does not necessarily imply my agreement. *In addition, I understand that I have 30 days from the date of signature to submit a rebuttal if I choose to. Rebuttal should be attached to review.*

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ I am submitting a self-evaluation. □ I am not submitting a self-evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_