

Collaboration and Partnership - Reports to work regularly, on time and is accountable during the workday; cooperates and interacts with employees inside/outside the work unit contributing to improved operations; demonstrates self-control; aligns individual efforts with team goals.	Choose an item
Rating Explanation:	
Communication - Represents University in a professional manner relating to all verbal, non-verbal, and written communication; demonstrates good listening skills; conveys information clearly and concisely; uses proper grammar, correct spelling, and proper tone in all written and verbal communication.	Choose an item
Rating Explanation:	
Technical Skills and Knowledge - Applies knowledge, skills, and mastery of job processes to achieve results; continuously develops and advances technical capabilities.	Choose an item
Rating Explanation:	
Quality and Productivity - Delivers products and services with little or no rework required; strives for continuous quality improvements; uses time and resources effectively and efficiently; produces value added contributions.	Choose an item
Rating Explanation:	
Problem Solving - Interprets data from various sources; generates effective solutions to problems; makes sound decisions; generates alternative approaches to problem solving; demonstrates awareness of consequences or implications of judgment.	Choose an item
Rating Explanation:	
Leadership - Lead tasks and people effectively; guides, coaches, inspires, and motivates others to improve skills and achieve goals; takes independent action; seeks out opportunities for professional development; solicits and considers other opinions; demonstrates strong work ethic and sense of urgency to meet commitments; recommends system/procedure improvements.	Choose an item
Rating Explanation:	
Diversity - Committed to creating an inclusive community and environment that respects, embraces, and celebrates all expressions of diversity and identity that are in keeping with the Ignation tradition of being men and women for others.	Choose an item
Rating Explanation:	

Assessment On Core Performance Values - This rating is assigned to indicate the level at which the employee met their core performance values during the entire assessment period. Assign an overall core performance rating and then provide explanation in support of the rating.

Choose an item

Explanation:

Established Business Goals - Rate the employees' progress toward, or accomplishment of, business goals established at the last performance evaluation. Explanation is required for all ratings.

Goal 1:	Choose an item
Explanation:	
Goal 2:	Choose an item
Explanation:	
Goal 3:	Choose an item
Explanation:	
Goal 4:	Choose an item
Explanation:	
Goal 5:	Choose an item
Explanation:	

Assessment On Established Business and Individual Goals - This goal rating is assigned to indicate the level at which the employee met their business and individual goals during the entire assessment period. Assign an overall business and individual goal rating then provide an explanation in support of the rating.

Choose an item

Explanation:

Overall Performance Assessment

The overall assessment is assigned to indicate the level at which the employee has performed during the entire assessment period. Please consider the ratings given for performance values and business goals. Assign an overall performance rating and then provide an explanation in support of the rating.

Choose an item

Explanation:

Consistent with the [Staff Performance Management Policy](#), if an employee receives an Overall Performance Assessment of Below Expectations, a Performance Improvement Memorandum should be issued to the employee and employee will be deemed to be on a final warning. Supervisors should consult with Human Resources who must approve any final warning before it is issued.

Future Business Goals - Please establish goals for the employee to progress toward or accomplish within the next evaluation period.

Goal 1:
Goal 2:
Goal 3:
Goal 4:
Goal 5:

Individual Development Plan – Identify opportunities for professional development, such as, training, conferences, certifications, cross training, etc.

Personal Development	Development Action Plan



Employee Comments:

Next Level Supervision Comments:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

I have reviewed the documents related to this employee's performance and agree with the supervisor's overall assessment

Print name of next level of supervision

Requires Signature and Date