

Staff Performance Management Tool

UNIVERSIT					
Evaluation Date: Evaluation Period:	From:	To:			
Employee Name:		Employee's Banner ID:			
Department:		Employee's Job Title:			
•		Employee 3300 Title.			
Manager's Name:					
Use the following guidelines to rate the core performance values, business and individual goals and the employee's overall performance:					
Outstanding – Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds expectations in the outcomes achieved in work quality, quantity and timeliness. The employee exhibits leadership among peers in all dimensions of the field work performed.					
Exceeds Expectations – Performance at this level often surpasses established expectations and standards of work quality, quantity and timeliness. The employee exhibits mastery of most dimensions of the field of work performed.					
Meets Expectations – Performance at this level meets established expectations and standards for work quality, quantity and timeliness. The employee competently achieves the requirements of the position.					
Below Expectations – Performance at this level is below the level expected of the employee. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity and timeliness.					
Core Performance Value support the rating. Explan		performance values and provide examples all ratings.	s relative to essential d	luties of the position that	
community and commitme common good within the v	ent (5C's) into work; work unit and Univer	common good: competence, conscience, integrates the standards of conduct that prictive community; treats others with respect participation of others in service related	promote the ct; courtesy; honesty	Choose an item	
Rating Explanation:					
customers' needs and take	es timely action to re	rnal customers demonstrates good listenir espond to those needs; provides follow up d contributes to improving processes and	on all issues and	Choose an item	
Rating Explanation:					

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. Rating Explanation:	Choose an item
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 is values during the entire assessment period. Assign an overall core performance rating and then provide explain rating.	

Choose an item

Explanation:

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:				

Established Business Goals - Rate the employees' progress toward, or accomplishment of, business goals established at the last

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:				
Explanation.				
Consistent with the <u>Staff Performance Management Policy</u> , if an employee Expectations, a Performance Improvement Memorandum should be issued warning. Supervisors should consult with Human Resources who must app	to the employee and employee will be deemed to be on a final			
warning. Supervisors should consult with Human Resources who must upp	nove any final warning before it is issued.			
Future Business Goals - Please establish goals for the employee to pro-	ogress toward or accomplish within the next evaluation period.			
Goal 1:				
Goal 2:				
Goal 3:				
Goal 4:				
Godi 4.				
Goal 5:				
Individual Development Plan – Identify opportunities for profession	nal development, such as, training, conferences, certifications,			
cross training, etc.				
Personal Development	Development Action Plan			

Employee Comments:	
Next Level Supervision Comments:	
Employee's Signature:	Data
	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
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