



Performance Management Year End Review

Review Year: **2017 - 2018**

Formal Name as it appears in SAP: _____

Department: _____

Submitted by: _____

Unsuccessful: Performance is less than expected. Employee is not performing fully to the requirements of the job. Needs further development.

Successful: Performance clearly and fully meets all the requirements of the position. Solid performance. Performance is sustained and uniformly high with thorough and on-time results.

Special Recognition: Performance consistently demonstrates exceptional accomplishments and quality and quantity of work is easily recognized as truly exceptional by others.

Indicate the level of performance by selecting the appropriate descriptor	U	S	SR
Respect for the Dignity of Each Person – Consider the following Competencies			
<p><i>Customer Service</i> – Consistently provides timely and professional service, treats others with courtesy, and follows up as needed.</p> <p><i>Cooperation/Teamwork</i> – Displays a cooperative attitude. Demonstrates consideration of others, maintains rapport with others, and helps others willingly.</p> <p><i>Communication</i> – Communicates well with others in a clear, concise, accurate, and timely manner and makes useful suggestions. Maintains appropriate contact with others. Effectively uses communication skills to proactively and thoroughly communicate job-related information and knowledge.</p> <p>For Supervisor/Manager</p> <p><i>Leadership</i> – Demonstrates effective supervisory abilities, gains respect and cooperation, inspires and motivates others, and directs work group toward a common goal. Serves as a positive role model.</p>			
Fairness & Civility - Consider the following Competencies			
<p><i>Managing Conflicts</i> – Resolves work-related problems and works to correct performance problems.</p> <p><i>Judgment/Problem Solving</i> – Effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action.</p> <p>For Supervisor/Manager</p> <p><i>Coaching & Evaluations</i> – Evaluates performance and conducts timely performance appraisals. Provides staff with on-going performance coaching.</p> <p><i>Mentorship</i> – Provides guidance and opportunities to his/her staff for their development and advancement.</p>			
Good Stewardship - Consider the following Competencies			
<p><i>Completion of Work</i> – Completes tasks as assigned and meets deadlines.</p> <p><i>Quality of Work</i> – Exhibits the required level of job knowledge and/or skills to perform the job. Assignments completed by the employee meet quality standards.</p> <p><i>Planning/Organizing</i> – Plans and organizes work, establishes appropriate priorities, anticipates future needs, and completes assignments effectively.</p> <p><i>Dependability/Accountability</i> – Monitors projects and exercises follow-through, adheres to time frames, arrives on time for meetings and appointments, and responds appropriately to instructions and procedures.</p> <p><i>Attendance/Punctuality</i> – Shows a commitment to the job in terms of his/her punctuality and/or absences and use of leave time in accordance with University policy</p> <p>For Supervisor/Manager</p> <p><i>Policy Compliance</i> – Administers policies and implements procedures correctly and appropriately.</p>			

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Community of Learning - Consider the following Competencies			
<i>Technical Skills</i> – Exhibits the ability to learn and apply new skills, stays apprised of new and current developments, and employs technology to improve efficiencies. <i>Initiative</i> – Seeks and assumes greater responsibility, searches for new and more creative ways to improve processes, and monitors projects independently. <i>Adaptability</i> – Adjusts to a change in duties, procedure, supervisors or work environment. Shifts priorities and focuses on tasks outside his/her normal responsibilities when needed. For Supervisor/Manager <i>Recognition</i> – Provides recognition for areas of high or improved performance.			
Comments:			
Employee's Comments:			

Overall Performance: (Select One) Unsuccessful Successful

Signatures:

Employee signature does not indicate agreement with appraisal; it only acknowledges that the employee was given the opportunity to discuss the appraisal with the supervisor.

Employee Signature: _____ Date: _____

Employee Number: _____

Supervisor's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

VC/Chancellor's Signature: _____ Date: _____

The number of approvals is determined by the Vice Chancellor of each area. The appraisal must be acknowledged by the employee and the approval process completed by May 31st. Submit complete and approved appraisal to Human Resources/Howry Hall.