

Instructions:

Page 2: Fill in employee information. Circle the appropriate type of review (Annual or Probationary) in the 2nd block. Date

If this is the first performance meeting of the review cycle, the employee and supervisor sign and date the Expectations and Planning Session. For mid-cycle reviews, employees and supervisors sign and date the Mid-Cycle Progress section. Recommended steps for inclusion in these sessions are listed for consideration.

Page 3:

1. Employees list their accomplishments and major strengths for the performance period. Add extra pages as needed.
2. Employees list areas for improvement for next performance cycle. Add extra pages as needed.
3. Employees list performance goals for upcoming year. Add extra pages as needed.

Employees then self-rate their performance over the course of the performance cycle, using the 1-5 rating descriptions provided. Place a check mark in the box accordingly. The employee then may list specific comments to support rating. This is to provide additional information to the supervisor for consideration when rating performance, developing performance plans, identifying development opportunities, and in providing constructive feedback.

Pages 4-5:

Supervisors then rate the employee based on the competencies and behaviors identified. Place a check mark in the box of the 1-5 rating scale in accordance with assessed performance. Refer to the job aid for additional descriptors of performance at each level.

Page 6:

1. Supervisors list the employee's accomplishments and major strengths for the performance period. Add extra pages as needed.
2. Supervisors list areas for improvement for the employee's next performance cycle. Add extra pages as needed.
3. Supervisors list goals for the employee for the upcoming performance year. Add extra pages as needed.
4. Optional question. Add extra pages if needed.
5. Optional question. Add extra pages if needed.
6. Optional question. Add extra pages if needed.

Page 7:

Supervisors then identify summary rating of the employee's performance over the course of the performance cycle, using the 1-5 rating descriptions provided. Place a check mark in the box accordingly. The supervisor then may list specific comments to support rating.

Employee and supervisor sign and date at conclusion of face-to-face feedback session.

**College of Science & Engineering
Staff Performance Review**

Employee Information

Name (Last, First)	Type of Appraisal	
	Annual	Probationary
Employee ID	Job Family Code/Title	
Supervisor	Final Review Date	

Expectations and Planning Session

- Review current job description
- Set performance goals
- Identify development opportunities

Employee Signature

Date

Supervisor Signature

Date

Mid-cycle Progress Session

- Review performance goals
- Discuss progress to date
- Identify areas for improvement and accomplished goals
- Re-establish, remove, or add goals, as appropriate

Employee Signature

Date

Supervisor Signature

Date

Employee Input

1. List accomplishments and major strengths during this performance period.

2. List any areas for improvement for next performance period.

3. List performance goals for the coming year.

Performance Rating Descriptions		
5: Outstanding	Performance is superior and significantly exceeds job requirements and/or expectations	
4: Highly Effective	Performance frequently exceeds requirements and/or expectations	
3: Proficient	Performance is consistent with job requirements and/or expectations	
2: Inconsistent	Performance meets some, but not all, job requirements and /or expectations	
1: Unsatisfactory	Performance consistently fails to meet minimum job requirements and/or expectations	
Employee Self-Review Rating of Overall Performance		
5: Outstanding		Employee Supporting Comments:
4: Highly Effective		
3: Proficient		
2: Inconsistent		
1: Unsatisfactory		

Performance Rating Descriptions

5: Outstanding	Performance is superior and significantly exceeds job requirements and/or expectations
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Professional Competencies

Competency & Description of Behavior	Rating				
	5 Outstanding	4 Highly Effective	3 Proficient	2 Inconsistent	1 Un- satisfactory
Professional/Technical Skill, Knowledge, and Expertise - Maintains knowledge and skills in areas of responsibility - Plans, schedules, and organizes work - Informed on current professional developments and their application - Shares knowledge/expertise with team and customers					
Problem Solving/Decision Making - Completes analysis of data/situations to make decision - Explores alternatives - Provides rationale for decisions - Involves individuals in decision-making as appropriate - Makes appropriate/instant decisions with limited information					
Accuracy/Attention to Detail - Ensures quality of work - Applies appropriate policies; rules; and Dept/Unit, College and University practice to all work					

	5 Outstanding	4 Highly Effective	3 Proficient	2 Inconsistent	1 Un- satisfactory
Dependability & Commitment - Supports Dept/Unit/College/University goals - Commits to realistic deliverables/balances priorities and takes responsibility for work - Arrives to work on time, absences are within guidelines, follows break schedule, and is present and on time for meetings - Accepts added duties as appropriate - Takes responsibility for errors/problems, works to resolve and prevent issues					
Communication - Expresses thoughts clearly, both in writing and verbally - Applies active and empathetic listening skills, seeking to understand others - Relates positively with others, and contributes to positive work environment					
Collaboration/Teamwork - Builds, sustains, and promotes positive, productive, and collaborative teams - Encourages and models environment of mutual respect, cooperation, collaboration, and openness - Supports others by putting team success first - Values and leverages diversity					
Initiative & Motivation - Thinks creatively and inspires creativity in others - Takes informed risks - Analyzes failures for lessons learned and creation of new ideas					
Supervision/Leadership (if applicable) - Delegates responsibilities, empowers employees, and creates environment of accountability, productivity, and results - Sets and communicates realistic performance standards and expectations; provides honest, timely, and constructive feedback - Fosters teamwork and cooperation - Shows respect for others' ideas; encourages open communication; uses discretion - Selects, trains, identifies development opportunities for employees; takes action					

Summary Rating of Overall Performance

5: Outstanding		Supervisor's Supporting Comments:
4: Highly Effective		
3: Proficient		
2: Inconsistent		
1: Unsatisfactory		

Please sign below to acknowledge receipt of this document.

Employee's Signature

Date

Supervisor's Signature

Date