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| **EMPLOYEE INFORMATION AND INSTRUCTIONS** | | | | | |
|  | | | | | |
| **EMPLOYEE NAME** | **POSITION TITLE** | | | **DATE IN POSITION** | **GRADE** |
| Enter text. | Enter text. | | | Enter text. | Enter text. |
|  | | | | | |
| **DEPARTMENT** | **REVIEWER NAME** | | **REVIEW TYPE** | **ACADEMIC YEAR** | **REVIEW DATE** |
| Choose an item. | Enter text. | | Annual Review | FY2024 | Enter text. |
|  | | | | | |
| **INSTRUCTIONS** | | **PERFORMANCE RATING DESCRIPTIONS** | | | |
| Please rate the employee’s job performance for each of the “Core Competencies” listed below. For each of the “Core Competencies,” assign only one rating from the five-point *Performance Rating Descriptions* scale. For any ratings of “Outstanding” or “Unacceptable,” please include a brief explanation in the Comments section on the next page.  Please attach a copy of the employee’s current job description. Once the employee and reviewer have signed the evaluation form, please send a copy of the completed, signed evaluation to SEAS Human Resources. | | * **Outstanding:**  performance is consistently exceptional and substantially exceeds the position expectations and requirements. The employee’s efforts and/or work product may represent unique and extraordinary contributions. * **Exceeds Expectations**: performance is highly effective and consistently exceeds the position expectations and requirements. * **Meets Expectations**: performance is satisfactory and consistently meets the position expectations and requirements. * **Needs Improvement**: performance does not consistently meet position expectations and requirements. The employee must take corrective action. * **Unacceptable**: performance is consistently and substantially below position expectations and requirements. The performance is not an acceptable level. Immediate, substantial, and sustained improvement is required. | | | |

**ORMTIONS N AND INSTRUCTIONS**

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| **PERFORMANCE RATINGS** | | | | | |
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| **CORE COMPETENCIES** | **PERFORMANCE RATING DESCRIPTIONS** | | | | |
| Unacceptable | Needs Improvement | Meets Expectations | Exceeds Expectations | Outstanding |
| **Job Knowledge**  Demonstrates competency in the knowledge and skills that are required for satisfactory performance of the responsibilities of the position. |  |  |  |  |  |
| **Quality of Work**  Completes assigned tasks, duties, and responsibilities accurately, thoroughly, and effectively. |  |  |  |  |  |
| **Managing Work**  Completes assigned tasks, duties, and responsibilities within established timeframes. Assumes responsibility for managing time & resources to ensure that work is completed efficiently. |  |  |  |  |  |
| **Adherence to Policies and Procedures**  Understands and adheres to department, school, and University rules, policies, procedures, best practices, guidelines, codes of conduct, and ethical principles. |  |  |  |  |  |
| **Accountability**  Trustworthy with sensitive information; assumes responsibility for job responsibilities; straightforward & transparent in workplace conduct; a good steward of University resources. |  |  |  |  |  |
| **Adaptability**  Maintains effectiveness when experiencing changes; receptive to new work structures, processes, and requirements. Embraces a positive attitude; rejects cynicism and negativity. |  |  |  |  |  |
| **Attendance and Punctuality**  Maintains consistent attendance; punctual and prepared for meetings; minimizes disruption to workflow from unplanned absences. |  |  |  |  |  |
| **Collaboration**  Establishes and maintains cooperative working relationships. Approachable, builds rapport, and treats others with fairness, consideration, respect, dignity, and professionalism. |  |  |  |  |  |
| **Communication**  Actively listens, communicates effectively, & reacts positively to feedback. Respectful of differing & diverse opinions. Keeps supervisor & team members apprised of tasks & changes. |  |  |  |  |  |
| **Engagement**  Actively participates and contributes value to group initiatives. Promptly responds to the inquiries and requests of colleagues, supervisors, students, and other key stakeholders. |  |  |  |  |  |
| **Innovation**  Demonstrates resourcefulness, takes initiative to identify challenges and opportunities, and recommends innovative solutions. Maintains a focus on continuous improvement. |  |  |  |  |  |
| **Training and Development**  Demonstrates resourcefulness, by identifying professional challenges and attends Training and Development workshops/courses |  |  |  |  |  |
| **OVERALL PERFORMANCE RATING** | Unacceptable | Needs Improvement | Meets Expectations | Exceeds Expectations | Outstanding |
|  |  |  |  |  |

***\*\*\*\*Both managers and employees should note future performance goals, fostering a shared understanding and commitment to continuous improvement and achievement. \*\*\*\****

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| **PERFORMANCE DEVELOPMENT COMPLETED OPPORTUNITIES (attach proof of registration)** |
| Classroom Learning:  Online Learning: |

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| **REVIEWER COMMENTS: Include past and future goals** |
| Click here to enter text. |

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| **EMPLOYEE COMMENTS: Incude past and future goals** |
| Click here to enter text. |

**STRUCTIONS**

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| **SIGNATURES** |

*I have read and discussed my job description and the contents of this performance evaluation with my supervisor.*

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Employee Signature Date

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Supervisor Signature Date

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Human Resources Signature Date