

PERFORMANCE REVIEW FORM

Employee Name: _____

Review Period: From _____ to _____ (MM/DD/YY)

Employee Title: _____

Department: _____

ID: _____

GOALS AND ACCOMPLISHMENTS

Comment on the extent to which goals agreed upon for this review period were achieved. Highlight significant accomplishments and include any special recognition received throughout the year. Identify areas that should be targeted for improvement. Employees may include self-assessment comments on the key performance factors in this section.

Self-Assessment:

Reviewer Comments on Goals and Accomplishments (Key Performance Factors reviewed below):

PROFESSIONAL DEVELOPMENT PLAN

Identify professional development opportunities pursued last year (e.g., on-the-job learning such as projects and special assignments, certifications obtained/maintained). Describe what is needed for professional development in the upcoming performance period..

Self-Assessment:

Reviewer Guidance:

KEY PERFORMANCE FACTORS

Use this section to indicate to what extent the key performance factors were demonstrated in accomplishing goals and job responsibilities. **Rating Descriptions:**

- **Strength** – Demonstrates and applies knowledge and skills to excel in a consistent and sustained manner. Applies knowledge by using facts and lessons learned.
- **Proficient** – Demonstrates a sufficient level of knowledge and/or skills to perform effectively.
- **Needs Improvement** – Demonstrates the need to improve to meet job requirements or perform more consistently. Needs to develop by increasing knowledge or building skills.

Communication – *Fosters an environment that supports a continual, candid exchange among appropriate members of the University community. Escalates compliance, ethics, and civility related issues to appropriate levels. Encourages expression of new and creative ideas. Listens without interruption. Regularly communicates useful, well organized, and accurate information orally and in writing. Provides regular, timely, and constructive feedback in a straightforward and sensitive manner.*

Reviewer Rating

Strength

Proficient

Needs Improvement

Reviewer Comments:

Customer Service – Commits to pursuing excellence to achieve the highest standards. Understands our responsibility to exceed the expectations of others who depend on our actions. Solves problems at the first point of contact whenever possible; if unable to do so, escalates to an appropriate resource. Responds to all customer requests in a timely manner. Considers customer feedback and explores creative approaches to enhance service and increase efficiency.

Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments:
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Job Skills/Technical Skills – Demonstrates the knowledge and skills necessary to perform the job effectively. Complies with policies, external laws and regulations. Maintains the highest-level of ethics in all actions on behalf of the university. Performs responsibilities in accordance with job procedures and expectations. Remains current on new developments in areas of responsibility. Acts as a resource upon whom others rely on for assistance.

Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments:
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Productivity (Quantity/Quality of Output) – Gets the job done. Produces the quantity and quality of work required for the position. Demonstrates initiative. Sets priorities and organizes work efficiently and effectively. Completes work assignments in a timely manner. Delivers high quality work products. Uses sustainable practices whenever possible.

Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments:
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Teamwork – Demonstrates the organisational values in all interactions. Treats others with courtesy, respect, and dignity. Encourages collaboration to meet common goals and produce a sense of shared responsibility. Encourages the expression of different points of view, resolves disagreements in a collegial manner, and supports decisions once they are made. Contributes to the success of the team by working effectively, helping solve problems, and meeting deadlines. Develops the capacity of others through information sharing, mentoring, and/or coaching.

Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments:
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Management/Supervisory Skills (if applicable) – Models and reinforces the organisational values, Documents and communicates compliance, ethics, and civility escalation procedures. Takes ownership and accountability for area of responsibility. Acts as a coach to motivate staff and support their professional development. Sets goals and clarifies expectations of staff. Invests time to manage and facilitate the work of others. Responds to the ideas, concerns and needs of direct reports. Demonstrates skill in hiring, developing, and retaining staff. Engages in regular discussions to address performance issues and/or provide recognition when appropriate. Completes annual performance reviews in a timely manner.

Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments:
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Optional: [Enter Optional Factor here] – If applicable, record any additional factor that was identified during the previous review period in the space above. Note that an individual cannot be evaluated for an optional factor unless it was documented in the last performance review.

Reviewer Rating Strength <input type="checkbox"/> Proficient <input type="checkbox"/> Needs Improvement <input type="checkbox"/>	Reviewer Comments:
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REVIEWER SUMMARY ASSESSMENT

Assess the individual's overall performance based on **BOTH** goal achievement and demonstrated competence for all performance factors. Please select one of the following:

<input type="checkbox"/> Role Model Performance	<input type="checkbox"/> Exceptional Performance	<input type="checkbox"/> Valued Performance	<input type="checkbox"/> Fair Performance	<input type="checkbox"/> Unacceptable Performance
Consistently far exceeds expectations; outstanding performance achieving all goals. An individual whom others look to as a standard of performance excellence.	Meets and often exceeds expectations; performance that generally exceeds goals and job requirements and who consistently delivers. An individual who often outperforms others in the same job.	Consistently meets expectations; performance that satisfies all job requirements and meets all goals. An individual who is consistently reliable to get the job done.	Sometimes meets expectations; performance that is to the standard required in most aspects of the job with opportunity for development. An individual with the potential to be a valued performer.	Does not meet expectations; performance where significant improvement is required to satisfy job requirements. An individual who is not performing at acceptable levels.

Reviewer Comments:

SIGNATURES

(1) Supervisor

Supervisor Name:	Supervisor Title:
Supervisor Signature:	Date:

(2) Next Level Approver

Next Level Approver Name:	Next Level Approver Title:
Next Level Approver Signature:	Date:

(3) Employee

Employee Signature:

By signing above, you acknowledge that you received this review and it was discussed with you. Signature does not indicate agreement or disagreement with the content of this review. Employees may attach comments.

This review was discussed with me on the following date:

Submit completed performance reviews to your Human Resources Representative. If you have any questions, please contact HR Department.