

**STAFF**

**EMPLOYEE PERFORMANCE REVIEW**

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| **Employee Name:** |  | **Position Title:** |  |
| **Department:** |  | **Supervisor:** |  |
| **Performance Review Period:** | **From:** |  | **To:** |  |
|  [ ]  **Annual** |  [ ]  **6 Months** | [ ]  **Other:** |  |

**AREAS TO BE EVALUATED**

***Quality of Work* - Ability to provide neat, accurate and thorough quality work at an appropriate level based on understanding gained through experience, education and training. Adheres to policies, procedures and remains current with work related developments.**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| Produces exceptional work that consistently exceeds performance standards and expectations in a timely manner with minimal or no supervision. | Often produces work that is substantially above performance standards and expectations in a timely manner with minimal supervision | Regularly produces work that meets performance standards and expectations in a timely manner with the appropriate level of supervision. | Often produces work that fails to meet performance standards and expectations and/or is not completed in a timely manner; more than the appropriate level of supervision is required. | Consistently fails to produce work that meets the performance standards and expectations and/or is not completed in a timely manner, an unusually high level of supervision is required.  |
| **Comments/Examples:** |

***Quantity/Timeliness of Work* – Ability to produce required volume of work in a timely manner.**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| Consistently produces an exceptional amount of work. | Often produces an amount of work that is substantially above the standards. | Regularly produces an amount of work that meets the standards and periodically may exceed them. | Often fails to produce an amount of work that meets the standards. | Consistently fails to produce an amount of work that meets the standards.  |
| **Comments/Examples:** |

***Initiative***– **Ability to begin and complete assignments without specific directions; recognize problems and apply or suggest viable solutions. Ability to make sound and accurate decisions**.

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| Consistently generates constructive ideas for change that will improve work effectiveness and/or address work problems. Consistently seeks ways to improve individual and department performance that go beyond expectations. Consistently anticipates departmental needs and takes action to meet them without supervisory direction. | Often suggests constructive ideas for change that will improve work effectiveness and/or address work problems. May seek ways to improve individual and department performance that go beyond expectations. Often anticipates department needs and takes actions to meet them with little supervisory direction | Regularly suggests constructive ideas for change that will improve work effectiveness and/or address work problems. Periodically may seek ways to improve individual and department performance that go beyond expectations. Regularly anticipates departmental needs and takes action to meet them with an appropriate level of supervisory direction. | Often does not seek ways to improve individual and departmental performance. Seldom suggests constructive ideas for change that will improve work effectiveness and/or address work problems. Requires explicit instructions to undertake a new task.  | Consistently ignores obvious problems that will negatively affect the work environment. Only accepts responsibility for regular duties. Unwilling to start or continue any task without detailed instructions from supervisor.  |
| **Comments/Examples:** |

***Adaptability/Versatility*** – **Willingness to learn new tasks and adapt to change; establish priorities and handle various tasks simultaneously; perform job under pressure or in critical situations.**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| Consistently understands the implications of changing work demands and is able to adapt effectively to those changes. Provides constructive suggestions for change and adaptation. Consistently assists others to adapt to the changes.  | Often understands the implications of changing work demands. Provides good suggestions for change and adaptation and works with others to meet the new demands in productive ways.  | Regularly is able to adapt to changing work demands. Is able to make suggestions for change and to work well with others to implement the changes.  | Often fails to adapt to changing work demands. Does not make suggestions for change and may resist making the necessary changes.  | Consistently fails to adapt to changing work demands. Resists making the necessary changes and refuses to cooperate with others.  |
| **Comments/Examples:** |

***Cooperation/Relations***– **Ability and willingness to cooperate with associates, supervisors and subordinates to accomplish job requirements and meet the customers’ needs to ensure the success of the division. Interactions with others foster a positive and productive work environment.**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| Consistently maintains exceptional relationships with others, providing a very high level of assistance, reinforcement, and support that goes beyond that required. Work relationships contribute to a strong positive environment.  | Often maintains very good relationships with others, providing a level of assistance, reinforcement, and support that goes beyond that required. Work relationships contribute to a positive environment. | Regularly maintains good relationships with others, providing a level of assistance, reinforcement, and support appropriate to the position.  | Often has problems relating to others and fails to demonstrate sensitivity to others’ needs; does not actively assist; reinforce, or support others.  | Consistently has problems relating to others, lacks respect for others, and is indifferent to others’ needs.  |
| **Comments/Examples:** |

***Communication Skills* – Ability to effectively convey ideas, thoughts and information clearly and concisely to others in oral and/or written form.**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| Outstanding ability to communicate ideas and thoughts to others. | Consistently able to express ideas and thoughts to others in a clear and concise manner. | Usually organizes and expresses ideas and thoughts clearly and concisely. | Has difficulty communicating ideas and thoughts in some circumstances. | Unable to express ideas and thoughts clearly. |
| **Comments/Examples:** |

***Dependability* – Ability to complete work assignments well and on time; willingness to work when needed and conscientiousness with respect to attendance and punctuality.**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| The extent that the employee can be relied upon to complete work assignments well and on time; willingness to work when needed and conscientiousness with respect to attendance and punctuality. | Consistently completes tasks early and results are beyond expectations with limited supervision.  | Takes care of necessary tasks and completes within established timelines with minimal supervision. Regular and full-time attendance. | Usually completes tasks timely, sometimes requires prompting and supervision. Frequent absences and poor punctuality. | Often requires prompting to complete tasks. Requires close supervision. Very erratic attendance and tardiness problems. |
| **Comments/Examples:** |

***Supervision/Leadership Skills (If applicable)*** – **Ability to plan, organize and control work activities in a professional manner; train, motivate and maintain morale; evaluate performance and communicate at all levels.**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| Exceptional ability to plan and direct work activities. Respected by others and generates a high degree of cooperation. Exhibits a positive image and acts as a role model to others while improving morale. | Very effective in establishing priorities. Capable and consistent leader. Motivates others and consistently seeks ways to improve morale and present a positive image. | Motivates others and meets routine schedules. Is a good role model and helps maintain a positive morale. | Has some difficulty in planning ahead, motivating and developing others. Usually behind schedule; poor role model. | Unable to plan, delegate, and organize effectively. Does not exhibit positive morale or motivation. |
| **Comments/Examples:** |

***Other Job Factors (If applicable)*** – **(Describe below)**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
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| **Comments/Examples:** |

***Achievement of Goals* - This section individually assesses the status or completion of each goal for the current review period.**

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| Goal #1  | [ ] Achieved[ ] In Progress[ ] Other (Comments) |
| **Comments:** |
| Goal #2  | [ ] Achieved[ ] In Progress[ ] Other (Comments) |
| **Comments:** |
| Goal #3  | [ ] Achieved[ ] In Progress[ ] Other (Comments) |
| **Comments:** |
| Goal #4  | [ ] Achieved[ ] In Progress[ ] Other (Comments) |
| **Comments:** |
| Goal #5  | [ ] Achieved[ ] In Progress[ ] Other (Comments) |
| **Comments:** |

***Goals and Action Plan* - This section should be used to establish individual goals and action plans for the next review period.**

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| Goal #1  | [ ] Immediately[ ] Ongoing[ ] Due Date: |
| Action Plan: |  |
| Goal #2  | [ ] Immediately[ ] Ongoing[ ] Due Date: |
| Action Plan: |  |
| Goal #3  | [ ] Immediately[ ] Ongoing[ ] Due Date: |
| Action Plan: |  |
| Goal #4  | [ ] Immediately[ ] Ongoing[ ] Due Date: |
| Action Plan: |  |
| Goal #5  | [ ] Immediately[ ] Ongoing[ ] Due Date: |
| Action Plan: |  |

***Summary Overall Performance* -**

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| [ ]  Exceptional | [ ] Exceeds Expectations | [ ] Meets Expectations | [ ] Needs Improvement | [ ] Unsatisfactory |
| This rating is reserved for the highest level of performance that consistently exceeds standards and expectations during the evaluation period. An employee receiving this rating should have a consistent record of achievement. | This rating applies to an employee who consistently meets standards and expectations, often exceeds them, and shows initiative in additional achievements.  | This employee’s work regularly meets the department’s standards and expectations for performance; periodically it may exceed these standards. This rating reflects a determination that the employee makes a solid and positive contribution to the department. | This rating is appropriate when an employee periodically meets the standards but too often does not do so, which negatively impacts the overall performance level. The employee must improve their efforts, knowledge, performance, skills, and/or behavior in order to achieve a satisfactory level of evaluation. | The employee’s performance is consistently deficient, unacceptable, and seriously impacts job outcomes. ***Immediate action by the employee to improve performance is required.***  |
| Comments/Examples: |

***Employee Comments (Optional)* - This section may be used to provide feedback to your supervisor on what can be done to assist you in performing your job. For example, you could address training or equipment needs, safety issues, improvements to policies and/or procedures, etc.**

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| Comments: |

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| **Employee’s Signature:** | **Date:** |
| This performance evaluation has been completed to assist you in your job performance and development. Your signature does not necessarily imply that you agree with the comments or rating, but that your supervisor has reviewed the document with you. |
| **Supervisor’s Signature:** | **Date:** |
| **Principal Investigator/Director Signature:** | **Date:** |
| **Next Level Higher Reviewer Signature (if required)** | **Date:** |
| **Human Resources** | **Date:** |