



**Performance Management Year End Review**

Review Year: 2016 - 2017

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
<b>Respect for the Dignity of Each Person – Consider the following Competencies</b>			
<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><b>For Supervisor/Manager</b></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>			
<b>Fairness &amp; Civility - Consider the following Competencies</b>			
<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><b>For Supervisor/Manager</b></p> <p><i>Coaching &amp; 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>			
<b>Good Stewardship - Consider the following Competencies</b>			
<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><b>For Supervisor/Manager</b></p> <p><i>Policy Compliance</i> – Administers policies and implements procedures correctly and appropriately.</p>			

Indicate the level of performance by selecting the appropriate descriptor	U	S	SR
<b>Community of Learning - Consider the following Competencies</b>			
<i>Technical Skills</i> – Exhibits the ability to learn and apply new skills, stays appraised 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. <b>For Supervisor/Manager</b> <i>Recognition</i> – Provides recognition for areas of high or improved performance.			
<b>Comments:</b>			
<b>Employee's Comments:</b>			

**Overall Performance:**

(Select One)

Unsuccessful       Successful

**Signatures:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

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 31<sup>st</sup>. Submit complete and approved appraisal to Human Resources/Howry Hall.