

Administrative Staff Annual Performance Appraisal Form 2017

Staff Name:	Division/Dept.:
Job Title:	Evaluation period:
Supervisor Name:	Date:
Check one: <input type="checkbox"/> Self-Appraisal <input type="checkbox"/> Supervisor/Manager Appraisal	

Part I. Review of Goals and Performance from Previous Year

List the staff member's primary goals, activities, and/or projects that were assigned during the previous year, including those that were unplanned, and briefly review his/her performance for each goal, including the challenges faced and achievements and contributions made. Rate the staff member's performance for each goal using the rating scale described on Page 3.

Goal 1:	<div style="height: 100px; border: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Review:</div> <div>*Rating: ____</div> </div>
Goal 2:	<div style="height: 100px; border: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Review:</div> <div>*Rating: ____</div> </div>
Goal 3:	<div style="height: 100px; border: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Review:</div> <div>*Rating: ____</div> </div>
Goal 4:	<div style="height: 100px; border: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Review:</div> <div>*Rating: ____</div> </div>
Goal 5:	<div style="height: 100px; border: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Review:</div> <div>*Rating: ____</div> </div>

** Ratings on self-appraisals are optional and at the discretion of the school/department.*

Part II. Competency Review

Rate the staff member's performance for each competency using this rating scale:

Strong (exceeded or sometimes exceeded expectations); **Acceptable** (meets expectations); **Needs Improvement**

Competencies	Competency Assessment:
1. Supports USF's mission, Jesuit values, and strategic plan/priorities and diversity/inclusion initiatives.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
2. Demonstrates leadership. If supervisor: effectively hires, manages, coaches, and develops staff day-to-day and through change.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
3. Delivers high-quality service to internal and external customers.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
4. Demonstrates good judgment, expediency, and flexibility in decision-making.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
5. Demonstrates positive constructive oral, written, and interpersonal communications and team skills.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
6. Demonstrates ability to achieve results and maintain accountability and fiscal responsibility (e.g. budget, spending, Concur, etc.).	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
Competency Review (a) For any competency where performance was <i>strong</i> (exceeded/sometimes exceeded expectations), please briefly describe the staff member's contributions: (b) For any competency where performance could improve please briefly describe the issue and the expectations to correct performance, including professional development assignments:	

Overall Performance Review (Parts I and II)

Overall Rating: _____

Goals for Upcoming Year

Goal 1: Expectations/Professional Development:
Goal 2: Expectations/Professional Development:
Goal 3: Expectations/Professional Development:
Goal 4: Expectations/Professional Development:
Goal 5: Expectations/Professional Development:

Goals/Overall Rating Key:

E Exceeds Expectations **I** Improvement Needed
S Sometimes Exceeds Expectations **U** Unacceptable
M Meets Expectations

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Signatures

Employee: _____ <div style="text-align: center;">(Print or Type Name)</div>	<input type="checkbox"/> I would like to add comments to my evaluation <div style="text-align: right;">(see attached)</div>
Signature: _____ Date: _____ <small>(My signature indicates that I have received a copy of this evaluation and not that I necessarily agree with its content.)</small>	

Supervisor/ Manager: _____ <div style="text-align: center;">(Print or Type Name)</div>	
Signature: _____ Date: _____	

Dept. Manager/ Director: _____ <div style="text-align: center;">(Print or Type Name)</div>	
Signature: _____ Date: _____	

Vice President/ Dean: _____ <div style="text-align: center;">(Print or Type Name)</div>	
Signature: _____ Date: _____	

Goals/Overall Performance Rating Scale and Descriptions

E: Exceeds Expectations	Overall quality of work was superior in the completion of all goals, priorities, and/or projects assigned. Exceptional contributions made in support of the school, department, and/or University.
S: Often Exceeds Expectations	In the completion of some of the goals, priorities, and/or projects assigned, the quality of work and/or the contributions made were exceptional and in support of the school, department, and/or University.
M: Meets Expectations	Quality of work fully met the high standards set. Primary goals, priorities, and/or projects were achieved.
I: Improvement Needed*	Performance was inconsistent, sometimes meeting expectations and sometimes not. One or more of the primary goals were not achieved. <i>*The appraisal should address how the staff member will correct performance in the deficient areas and should include professional development opportunities.</i>
U: Unacceptable**	Performance was consistently below expectations. Most goals/priorities were not achieved. <i>**A plan to improve performance should be attached to this appraisal and include goals, how the goals will be tracked/measured, performance expectations, timelines, and professional development assignments.</i>

**Appraisals may be completed any time after January 1 to accommodate operations/business schedules.
Completed reviews must be submitted to HR in Lone Mountain Main 339 by April 30.**