



Staff PERFORMANCE ASSESSMENT FORM

Employee Name	
Position Title	
Supervisor	
Evaluation Period	

The purpose of this annual assessment is to increase employee effectiveness and engagement throughout the University. Both are directly linked to objectives within the University's strategic plan.

Employee Instructions: Carefully read each description/standard of performance. Provide examples of your behaviors or actions in your job **during this evaluation period** which relate to the description/performance standard. If you performed above that standard, cite specific instances indicating how you exceeded the standard during this evaluation period. Rate your performance based upon whether your behaviors or actions met or exceeded the standard. Indicate the actions you have taken relative to your goals and the outcome. Your self assessment will help to provide your supervisor with valuable insight as he or she prepares to assess your performance.

Supervisor Instructions: Carefully read each description/standard of performance. Provide examples of the employee's behavior or actions **during this evaluation period** (as observed by yourself or others) which relate to the description/performance standard. If the employee performed above that expectation, cite specific instances or measures which demonstrate the employee exceeded the standard. Rate the employee's performance during this evaluation period using the rating scale based upon whether the employee's behaviors or actions met or exceeded the standard. Meet with your staff member to discuss the assessment and the status and outcome of the goals that were established for the evaluation period.

Rating Scale		
5	Exceptional	Consistently demonstrates exceptional behaviors and far exceeds the standard. Serves as a role model and mentor.
4	Highly Effective	Consistently demonstrates exceptional behaviors. Consistently achieves and often exceeds the standard.
3	Effective	Consistently demonstrates effective behaviors. Meets the performance standard.
2	Inconsistent or Developing	Behaviors are inconsistent and do not meet the standard; needs improvement to meet the standard. This rating may also utilized to indicate an employee is new or is developing in their role.
1	Unsatisfactory	Rarely demonstrates competent behaviors; requires significant development. Requires significant and immediate improvement.

ASSESSMENT OF STANDARDS OF PERFORMANCE

Strategic Theme: Francis the Educator

1. Job Knowledge and Task Performance:

<p>Thoroughly understands the duties and responsibilities of the job and knows how to perform the work effectively; is aware of how the job integrates with and advances the goals of the institution; actively keeps up-to-date with developments; takes the time to master any equipment or new process required to perform the job. <i>Measures: the extent to which the employee has demonstrated knowledge of his/her profession; such as the successful completion of a proficiency exam in field of expertise; results of work performed, results of training to perform new tasks, results of use of procedures and processes followed or implemented, results of mentoring or training others. etc.</i></p>	Employee Rating
	Supervisor Rating
<p><i>Employee comments and examples:</i></p>	
<p><i>Supervisor comments and examples:</i></p>	

2. Initiative and Continuous Learning:

<p>Pursues problems with an appropriate sense of urgency; takes on and completes new tasks; recognizes opportunities and acts on them; generates innovative ideas, approaches, and solutions; seeks new challenges and increased responsibility; seeks self-development and learning opportunities; is a self-starter who takes independent action. <i>Measures: the extent to which the employee demonstrates initiative and seeks learning opportunities; number of proven outcomes from workshops and seminars attended; evidence of new initiatives, etc</i></p>	Employee Rating
	Supervisor Rating
<p>Employee comments and examples:</p>	
<p>Supervisor comments and examples:</p>	

3. Adaptability:

<p>Is sensitive to changing circumstances and handles them independently; is consistently flexible and open-minded; handles pressure smoothly and productively; has demonstrated flexibility and creativity in adjusting activity to meet evolving objectives. <i>Measures: the extent to which the employee demonstrates adaptability; response to new technology initiatives, work schedule changes, etc.</i></p>	Employee Rating
	Supervisor Rating
<p>Employee comments and examples:</p>	
<p>Supervisor comments and examples:</p>	

Strategic Theme: Francis the Collaborator**4. Communication:**

<p>Speaks and presents ideas clearly; promotes and uses candid and open communications; provides correct and consistently good information; uses appropriate channels of communication; maintains friendly contacts; keeps up with issues of common concern; listens to others. <i>Measures: the extent to which the employee communicates and the results of his or her communication efforts; feedback from co-workers, customers, and others; written communications.</i></p>	Employee Rating
	Supervisor Rating
<p>Employee comments and examples:</p>	
<p>Supervisor comments and examples:</p>	

5. Teamwork Attitude and Inclusiveness:

<p>Models Franciscan values; encourages cooperation and collaboration; views himself/herself as a part of the team, not above it; is approachable; is flexible; works in partnership with others; treats others fairly; shows respect for and values differences; supports an environment where people pull together to accomplish their work. <i>Measures: the extent to which there is involvement with and partnership with others; observations and feedback from co-workers, and personnel from other departments.</i></p>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

6. Interpersonal Skills:

<p>Demonstrates excellent listening skills; is receptive to feedback and constructive criticism; demonstrates skill with negotiation; communicates directly with staff involved in conflicts; demonstrates skill in resolving conflicts; resolves conflicts in ways that preserve good relations; builds effective networks both inside and outside the university. <i>Measures: the extent to which the employee demonstrates his or her interpersonal skills; feedback from co-workers, and personnel from other departments.</i></p>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

Strategic Theme: Francis the Builder**7. Planning, Organization, and Use of Resources:**

<p>Is a highly productive contributor to the institution; works efficiently and volunteers to take on extra assignments when necessary; takes the time to plan ahead and organize work; develops systems that contribute to greater efficiency; is able to carry a heavy workload and meet commitments; is careful to prioritize tasks and allocate time accordingly; is very effective in using time efficiently; demonstrates care and effective use of resources to maximize productivity. <i>Measures: the extent to which the employee demonstrates planning, organization and use of resources; evidence of planning and organization of work; time management, projects completed.</i></p>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

8. Quality and Quality Improvement:

Strives to maintain a high level of quality; is very thorough and accurate and pays close attention to detail; has demonstrated an exceptional commitment to quality and excellence; looks for opportunities to make continuous improvements in key processes or techniques; sets high standards. <i>Measures: the extent to which employee is committed to quality and improving the quality of work; results of work completed, reports and documents prepared.</i>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

9. Service Focus

Builds customer confidence by listening to needs and concerns and addressing them with great diligence; is strongly committed to increasing customer satisfaction; sets high standards for customer satisfaction; delivers upon promises; assumes responsibility for solving customer problems. <i>Measures: the extent to which there is customer contact and engagement, and results of customer contact and engagement; feedback from students, co-workers, and other internal and external customers.</i>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

Strategic Theme: Francis the Good Steward**10. Judgment, Decision Making, and Problem Solving**

Consistently makes sound, productive judgments; makes logical decisions even when under pressure; understands the relationship between issues and/or problems; can take a broad perspective when making decisions; makes technical/functional decisions based on the priorities of the department. <i>Measures: the extent to which the employee can be relied upon to make good decisions and resolve problems; the outcome of the decisions; evidence of prioritizing work to meet deadlines; etc.</i>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

11. Dependability and Accountability:

Can always be relied on to complete assignments and keep commitments; is an independent worker who needs little supervision; has an excellent attendance record; is punctual; can be depended on to handle the normal work functions and extra work when necessary; readily accepts accountability for own actions; does what is necessary to get the job done. <i>Measures: the extent to which the employee demonstrates reliability; such as attendance record, tasks completed, and completed goals.</i>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

12. Health, Safety and Wellbeing:

Understands and follows University policies and practices relating to the health, safety, and wellbeing of self and others. Observes safe work practices; and emergency and evacuation procedures. Maintains personal work area and common areas in a clean and orderly manner; serves as a good role model to coworkers for safe work practices and behavior. Completes required annual training for staff either online or through classroom. This includes workplace harassment. Reports work-related incidents or injuries within 24 hours. <i>Measures: the extent to which the employee demonstrates a commitment to his/her health and safety and wellbeing and that of others; completes required training through online or classroom, timeliness of incident or injury reporting; participation in wellness activities.</i>	Employee Rating
	Supervisor Rating
Employee comments and examples:	
Supervisor comments and examples:	

Assessment of Employee Goals for Current Rating Period (completed by employee)

Goal	Standards	Action Taken	Outcome

Overall Assessment Summary: *Recommendations are based on supervisor ratings.

Supervisor Rating Guide: A score of 55 or higher requires documentation supporting exceptional performance, including measures and goals established. A score of 42 to 54 is effective or highly effective performance. Goals and measures for the next rating period must be established. A score of 34 to 41 is effective performance. To improve a score to highly effective, the supervisor and employee must establish goals and measures to achieve a higher score. A score of 33 or less requires a performance improvement plan be developed to outline the necessary actions and time table for achieving improvement.	Employee Rating
	Supervisor Rating

Goals Established for Next Rating Period (Supervisor and employee complete together. Review the employee's job responsibilities. Goals are to be established for all employees based upon the employee's job responsibilities, the departmental goals for the upcoming year, and the employee's overall rating for the prior year as indicated above)

SMART = goals that are Specific, Measurable, Achievable, Realistic and Timely

Specific and strategic: Linked to position requirements and/or departmental goals/mission. (Answers the question-Who? and What?)

Measurable: The success toward meeting the goal can be measured. (Answers the question-How?)

Attainable: Goals are realistic and can be achieved in a specific amount of time and are reasonable.

Relevant (results oriented): The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

Timely: Goals should have a time frame for completion. Having a time frame will give structure and allow progress to be monitored.

Goal	Standards	Action to be taken	Expected Outcome & Completion Date

Supervisor's summary comments:

Supervisor signature:

Date

Employee's summary comments:

Employee signature**

**My signature indicates that I have reviewed this evaluation; it does not imply agreement with my supervisor's comments.

Date