

Performance Appraisal Form

Fiscal/Academic Year: _____

Employee Name: _____

Department: _____

PART I: Review of Key Duties and Responsibilities:

The reviewer and employee have discussed the key job duties and responsibilities. The job description used for this appraisal is (check one):

- _____ Same as prior period, _____
- _____ Revised (changes to be coordinated with Human Resources) or _____
- _____ Six-month probation review

PART II: Competencies Expected for Successful Performance

The following ratings are to be used for each competency area:

- Unacceptable:** Performance did not improve in spite of prior notice
- Needs Improvement:** Sometimes acceptable but not consistent
- Meets:** Consistently meets requirements of the job
- Exceeds:** Clearly and consistently above what is required

Communication and Interpersonal Skills					
<i>Competency Area</i>	<i>Competency Description</i>	Unacceptable	Needs Improvement	Meets	Exceeds
<i>Positive Work Relationships</i>	Exhibits positive behavior when interacting with coworkers, administrators, students, visitors, and other members of the University community. Respects individual differences and strengths in other employees. Exhibits professional behaviors in the workplace. Models ethical behavior and personal accountability to others				
<i>Collaboration and Teamwork</i>	Mission-oriented and displays willingness to work cooperatively and collaboratively with others in a variety of work settings.				
<i>Interpersonal Skills</i>	Communicates and engages effectively, compassionately, and clearly, while using tact and diplomacy with others in sensitive situations. Actively listens to others to understand and respond to their needs. Engages others in two-way conversations to clarify expected outcomes.				
<i>Decision Making and Discernment</i>	Makes responsible and appropriate decisions, prioritizes needs, and takes action that is consistent with, enforces, and reflects the University's Jesuit mission and identity. Seeks opportunities to provide input to decision making processes. Positively supports decisions once they are made.				

Job Responsibility and Stewardship					
<i>Competency Area</i>	Competency Description	Unacceptable	Needs Improvement	Meets	Exceeds
<i>Job & University Resource Knowledge</i>	Demonstrates knowledge of relevant theories, policies, procedures and technologies required to perform job. Has a thorough understanding of University resources and how to use them to maximize job effectiveness. Shares this information with others.				
<i>Quality of Work</i>	Produces high quality work with focus on accuracy; attention to detail; completeness while demonstrating the ability to multitask and work effectively in a changing environment.				
<i>Time Management</i>	Uses time wisely; demonstrates expected attendance; is punctual for meetings; is dependable and reliable. Completes work within established time frames; performs a high volume of work with expected quality.				
<i>Accountability</i>	Accepts responsibility and ownership for decisions, work outputs and performance outcomes; adheres to University policies, procedures, practices and regulations.				
<i>Efficiency</i>	Seeks ways to improve the utilization of University resources. Is cost-effective and budget conscious.				
<i>Initiative/ Innovation</i>	Motivated to succeed; takes on new projects and assignments and delivers results in creative new ways; identifies ways to improve departmental results; problem solver.				
<i>Professional Development</i>	Continuous desire and movement toward increasing personal and professional development; strives to achieve additional certifications (if possible); looks for ways to enhance effectiveness.				
Supervisory and Managerial Competencies (only to be completed for employees who manage people)					
<i>Appraising Performance</i>	The ability to fairly, objectively, and routinely set goals, review performance and provide honest and constructive feedback.				
<i>Coaching</i>	The ability to provide instruction in a non-threatening manner; be a good role model, encourage team development into a cohesive, focused, synergistic group; the ability to quickly deal with conflict, and select the best approach to address and reduce the conflict.				
<i>Project/Organizational Management</i>	The ability to project upcoming needs, schedule appropriately, manage budget and other resources, and ensure that adequate tools, training, and support are available; and delegate work to meet deadlines.				

Leadership	The ability to model for others organizational commitment, enthusiasm, support of the mission, respect for diversity, quality work standards, persistence, and adaptation to needed change.				
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PART III: Projects or Goals that will be accomplished during the Rating Period:

The reviewer and employee will discuss and document one (1) to three (3) projects or goals that will be achieved during the rating period that relate to the expected performance of the individual and to the unit’s goals. In addition, the reviewer and employee will discuss and document one (1) stretch goal that will present a challenge designed to enhance the employee’s skills and knowledge, and make a significant contribution to the department’s current or future needs.

The prompts to be used in establishing these goals are as follows:

What is the project or goal that will be achieved?	How will we measure that it has been accomplished?	What resources, including training, does employee need?	What timeframe is expected for project or goal achievement?
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Goal (1):

Click here to enter text.

Goal (2):

Click here to enter text.

Goal (3):

Click here to enter text.

Summary

NOTE: A manager at least one level above the reviewer will discuss the final rating with the reviewer before it is discussed with the employee.

Overall Rating (Annual Review): _____

Reviewer's Comments:

Signature of Reviewer: _____

Date: _____

Signature of Manager: _____

Date: _____

(If not the primary reviewer)

Signature of Divisional Vice President: _____

Date: _____

Employee Comments:

Employee Signature: _____

Date: _____