

# University of Scranton - Performance Appraisal

Staff Member's Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Appraisal Year: \_\_\_\_\_

| Ratings                   |
|---------------------------|
| EE - Exceeds Expectations |
| ME - Meets Expectations   |
| NI - Needs Improvement    |
| U - Unacceptable          |

## Part 1: The Performance Appraisal

The supervisor and staff member reviewed key job duties and responsibilities.

The supervisor will use the staff member's job description and the following competencies, descriptions, and ratings to assist in completing performance appraisal.

| Mission  |  |        |
|--|--|--------|
| Competency   | Description  | Rating |
| Collaboration & Teamwork   | Mission-oriented and displays willingness to work cooperatively and collaboratively with others.   |        |
| Decision Making & Discernment  | Makes responsible and appropriate decisions, prioritizes needs, and takes action that is consistent with, enforces, and reflects the University's Jesuit mission, vision, and identity. Seeks opportunities to provide input to decision making processes. Positively supports decisions once they are made.           |        |
| Professionalism  | Exhibits professional, positive, and ethical behavior in the workplace and across the Campus Community, by respecting individual differences; demonstrating sensitivity to culture and ethnic differences, treating others fairly and is responsive to the needs of students, faculty, staff, and University visitors. |        |
| Interpersonal Skills   | Uses tact and diplomacy in handling sensitive situations, and respects confidentiality. Offers and accepts constructive feedback from others and uses it to strengthen performance.  |        |
| Job Responsibility and Stewardship   |  |        |
| Job Knowledge  | Has knowledge of the required job duties and responsibilities; demonstrates knowledge of university and/or departmental policies and procedures and uses the appropriate resources to perform the job.   |        |
| Quality of Work  | Produces high quality work with focus on accuracy, attention to detail, and completeness.  |        |
| Time Management & Adaptability   | Uses time wisely; is generally on time, punctual, dependable, and reliable; demonstrates the ability to multitask and work effectively in a changing environment.  |        |
| Efficiency & Innovation  | Seeks ways to improve their job duties and responsibilities by utilizing all available University resources; delivers results in creative new ways; identifies ways to improve departmental results.   |        |
| Development  | Has the desire and motivation to increase personal and professional development; strives to achieve more than what is expected.  |        |
| Supervisor and Manager Competencies<br>(to be completed for staff who manage others) |  |        |
| Appraising Performance   | Sets goals, review performance and provide honest, constructive feedback fairly, objectively, and routinely.   |        |
| Conflict Management & Coaching   | Handles conflict, provides instruction in a non-threatening manner, encourages development, and selects the best approach to address and reduce further conflict.  |        |
| Leadership   | Exhibits organizational commitment, support for mission, respect diversity; builds a cohesive, focused group aimed toward accomplishing departmental goals and objectives; and keeps projects on schedule and stresses the importance of time management.  |        |
| Organizational Planning  | Projects upcoming needs, fulfills fiduciary responsibilities to the department, and ensures adequate tools and support are available.  |        |

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## Part 2: Projects and Goals During the Rating Period

The reviewer and staff member will discuss and document one (1) to three (3) projects and/or goals that will be achieved during the rating period and that relate to the expected performance of the staff member's and department's goals. The following prompts can be used to establish projects and/or goals:

|  |   |   |  |
|--|---|---|--|
| What is the project or goal that will be achieved? | How will the project or goal be measured? | What resources/training does the staff member need? | What is the expected timeframe to achieve the project or goal? |
|--|---|---|--|

Project/Goal 1:

Project/Goal 2:

Project/Goal 3:

## Part 3: Overall Rating

The supervisor will review the performance appraisal with the staff member, the department head, and the divisional vice president (if applicable).

Overall Rating (check one):  Exceeds  Meets  Needs Improvement  Unacceptable

Reviewer's Comments:

Reviewer's Signature

\_\_\_\_\_ Date

Department Head Signature

\_\_\_\_\_ Date

Divisional Leader Signature

\_\_\_\_\_ Date

Part 4: Staff Member's Comments:

Staff Member's Signature:

\_\_\_\_\_ Date