



Performance Development Plan

SECTION A (to be completed by the supervisor)

Part 1 - Employee Identification

Employee:

Date of Hire:

Title:

Dept:

Division:

Supervisor:

Title:

Evaluation Period Covered: **July 1, 2019 to June 30, 2020**

Part 2 - Major Job Responsibilities

List major job responsibilities, referring to Part 5 of employee's Individual Position Description (IPD) document.

Responsibilities to Evaluate:

Part 3 - Goals from Past Performance Cycle

List goals from past performance cycle. Refer to prior performance cycle form.

SECTION B (to be completed by the employee)

Part 4 - Employee's Self-Appraisal

After receipt of completed Section A from supervisor, employee completes self-evaluation. Performance should be evaluated relative to "Major Job Responsibilities" (Part 2) and "Goals from Past Performance Cycle" (Part 3). Include reasons for any goals not met.

Section C (to be completed by the supervisor)

Part 5 - Definition of Terms

Carefully read and review each of these terms. They will be applied throughout the evaluation form.

Performance

Description

Exemplary

Makes contributions marked by distinction and excellence, which result in a significant move forward in meeting University objectives. Exhibits strong leadership qualities in addition to personal initiative and insight. Performance far exceeds expectations.

Accomplished

Consistently carries a full work load, fulfills job requirements in all areas, possesses a competence derived from experience and training, contributes to University goals, occasionally exceeds job expectations.

Meets Expectations

Carries an acceptable workload and fulfills job requirements at an expected level.

Needs Improvement

Carries an adequate workload and meets minimal expectations but needs improvement in some areas.

Unacceptable

Fails to carry an adequate workload or fails to meet minimal expectations.

Part 6 - Competency Assessment

Supervisor evaluates each competency relative to “Major Job Responsibilities” (Part 2) and “Goals from Past Performance Cycle” (Part 3). Click on the gray area to choose.

Quality of Work: Displays accuracy, thoroughness, quality of end results; commits to continual improvement and problem prevention; uses judgment to identify and resolve issues.

Please choose

Quantity/Timeliness of Work: Accomplishes appropriate level of work; meets commitments on schedule.

Please choose

Job Knowledge: Effectively uses expertise in specialized field of work; exercises new information and skills; understands work responsibilities and job tasks; keeps current in field.

Please choose

Initiative: Works independently and anticipates and meets organizational needs; persists in seeking solutions to problems both within and beyond areas of direct responsibility.

Please choose

Innovation: Offers creative suggestions for improvement and develops new and unique approaches to work processes and products; uses technology to enhance efficient and effective job completion.

Please choose

Communication Skills: Understands and communicates clearly in written and oral communication; keeps supervisor and others informed.

Please choose

Attitude/Effective Relations: Exhibits positive and professional attitude toward internal and external customers and associates; accepts change and new responsibilities willingly; builds external and internal bonds; respects diversity; adheres to and complies with University policies and procedures.

Please choose

Leadership: Identifies new programs and opportunities; establishes goals, vision, direction and strong support among team members.

Please choose

Teambuilding: Shares and builds knowledge across team; coaches and mentors other team members.

Please choose

Part 7 - Professional Strengths and Significant Accomplishments

Describe, in narrative, the employee's strengths and significant accomplishments over the last review cycle, particularly in those categories marked "Exemplary."

Part 8 - Areas for Development

Describe, in narrative, the employee's areas for development, particularly in those categories marked "Needs Improvement" or "Unacceptable."

Part 9 - Overall Performance Assessment

Summarize appraisal, including the evaluation of major job responsibilities and achievement of performance cycle goals. Click gray area to choose.

Please choose

Section D (to be completed by the employee)

Part 10 - Employee's Comments

Section E (to be completed by the employee and the supervisor together)

Part 11 - Goals for Next Performance Cycle/Plans for Improvement

After discussion, supervisor and employee agree upon and list goals and improvement plans for the next assessment cycle.

Employee's Signature

Date

(Signature signifies receipt of appraisal only and does not necessarily indicate agreement.)

Supervisor's Signature

Date

Division Head (as required)

Date

Supervisor: Please provide a copy of the completed Performance Appraisal to the employee and send the original signed copy to Human Resources.