

# Professional & Scientific Performance Evaluation

## College of Human Sciences

The CHS Performance Evaluation Form should be completed independently by *both* the supervisor and employee and used to facilitate discussion during the annual review.

### Supervisor:

Professional and Scientific Staff Performance Evaluations are to be completed annually by the date announced by the College HR Liaison.

Schedule an annual review meeting, allowing an adequate amount of time for:

- the employee to complete the CHS Performance Evaluation Form
- the supervisor to complete sections 2-4 of the CHS Performance Evaluation Form
- the supervisor to review the CHS Performance Evaluation Form completed by the employee.

During the annual review meeting both employee and supervisor should be actively involved in the discussion of any discrepancies. Note and have both parties initial any changes on the supervisor's copy of the CHS Performance Evaluation Form.

Complete section 5 of the CHS Performance Evaluation Form during the scheduled annual review meeting. Allow comments by the employee in section 6. Both employee and supervisor sign and date the supervisor's copy of the CHS Performance Evaluation Form. Retain the CHS Performance Evaluation Form and provide a copy to the employee.

Complete, sign, and date the Human Resources P&S Performance Appraisal Confirmation Form and provide the original form to Annette Jaehrling in E262 Lagomarcino Hall.

### Employee:

Complete sections 1-4 of the CHS Performance Evaluation Form and provide it to your supervisor prior to your scheduled annual review meeting. If applicable complete the optional addendum.

Attach a copy of your Professional & Scientific Performance Evaluation Form from the previous year, which includes your goals for this year, to your completed CHS Performance Evaluation Form.

Locate Position Description (PD), review for changes, and attach to your completed CHS Performance Evaluation Form. Directions to obtain PD: Go to class & compensation website, under resources click on classification and hiring system. Enter your university ID number as your user name and password. You will then set a new password. If you have used this system before and have trouble accessing your PD, contact the HR service Center at 294-4800 for assistance.

If you have any comments as a result of the review, note them in section 6 of the supervisor's copy of the CHS Performance Evaluation Form.

Both employee and supervisor sign and date the supervisor's copy of the CHS Performance Evaluation Form. Retain a copy of the CHS Performance Evaluation Form provided by the supervisor.

Sign and date the Human Resources P&S Performance Appraisal Confirmation Form.



<p><b>Respect and Community</b></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• <i>Supports unit and university goals and priorities</i></li> <li>• <i>Establishes and maintains respectful and cooperative working relationships</i></li> <li>• <i>Demonstrates respect for a positive, diverse work environment</i></li> </ul> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Learning, Leadership and Development</b></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• <i>Looks for and makes continuous improvements</i></li> <li>• <i>Demonstrates initiative and takes on leadership roles</i></li> <li>• <i>Seeks and participates in learning development activities</i></li> <li>• <i>Constructively uses feedback from multiple sources</i></li> </ul> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Communication</b></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• <i>Is respectful and courteous when communicating with others.</i></li> <li>• <i>Communicates ideas, knowledge, questions and needs clearly and effectively</i></li> <li>• <i>Listens well and offers constructive feedback when appropriate.</i></li> <li>• <i>Resolves conflict in an appropriate manner</i></li> </ul> <p><b>Comments:</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Additional Competencies Suggested by Supervisor or Employee</b> <b>Comments:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**SECTION 3. PERFORMANCE REFLECTION (to be completed by employee and supervisor)**

1. Describe the extent to which the main job responsibilities in the PD were met. Provide qualitative and/or quantitative measures of job performance (evaluations, records, and/or work samples).

2. Describe the personal strengths brought to this position.

3. What were the most significant job-related accomplishments this year?

4. What challenges were encountered this year?

5. Describe any areas where improvements can be made. What actions will be taken to address these areas?

6. What professional development opportunities were pursued in during this past year?  
Discuss benefits of participation.

7. Other

SECTION 4: PERFORMANCE ASPIRATIONS (to be completed by employee and supervisor)

1. Describe measurable goals planned for the upcoming year.

2. Suggest professional development opportunities and/or tools that would help to achieve these goals for the upcoming year.

SECTION 5: OVERALL RATING (to be completed by supervisor only)

Overall Rating: Choose an overall rating.

Comments:

SECTION 6: EMPLOYEE RESPONSE TO EVALUATION (optional)

Signing this document indicates we have met and discussed this evaluation.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Employees who disagree with the supervisor's analysis of their performance may choose to 1) file a formal grievance, additional information regarding this policy can be found at <http://policy.iastate.edu/policy/dispute/> or 2) write a letter stating why they disagree with the review as written, including any points of contention, and submit it directly to HR for inclusion in his/her University HR record.

# Professional & Scientific Performance Evaluation – Optional Addendum

## College of Human Sciences

1. Administrative service:

Service	Beginning Date	Ending Date	Description
Departmental Committees			
College or University Committees			
Mentoring Activities			
Other Service Activities			

2. Undergraduate and graduate courses taught:

Semester	Course Number	Course Title	Credit Hours	Students Enrolled
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
Choose Term				
<b>TOTAL</b>				



# P&S PERFORMANCE APPRAISAL CONFIRMATION FORM

Performance Evaluation for:

Employee's Name \_\_\_\_\_

University ID \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

University ID \_\_\_\_\_

In accordance with policies and procedures governing Professional and Scientific staff, employees are to receive a performance appraisal at least annually. Further evaluations may be conducted as needed to communicate management expectations and performance relevant to meeting those expectations. While performance may be measured at any time, the Performance Management Program and Salary Adjustment Policy intend that formal, written reviews occur at least annually, on or around three months (new hires) or the sixth month after there has been a reassignment or reclassification of a position with an incumbent.

A performance appraisal is an important tool for successful performance. It provides an opportunity for open communication between the employee and supervisor and a basis for training, setting objectives and professional development.

For additional information and guidance, please refer to the [Performance Management Program for Professional and Scientific Employees](#).

After meeting with the employee to complete the appraisal, please complete this form and return it to the Department of Human Resource Services (HRS), Service Center, at 3810 Beardshear Hall. Questions may be directed by calling HRS at 294-4800. Written documentation of the performance appraisal should be retained by the department and by the employee.

Signature on this form certifies the performance appraisal conference has been conducted and written documentation supporting the appraisal has been completed.

The supervisor should mark the box below that correlates with the employees annual performance evaluation rating.

Meets or Exceeds Expectations:

Does Not Meet Expectations:

Performance appraisal review period (typically 12 months): From \_\_\_\_\_ To \_\_\_\_\_

Date performance conference conducted: \_\_\_\_\_

Signatures:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date