



Performance Appraisal Form

For all staff and non-bargaining unit faculty

Essential Information

Employee Name:

UID:

Position Title:

Department:

Evaluator's Name:

Review Period:

From

To

Type of Appraisal:

- Annual
- Probationary (midpoint)
- Probationary (final)
- Special

Purpose of WSU Performance Appraisal

The intent of the Wright State University Performance Appraisal is to give our employees purpose in their work. Although performance management is a continual communication effort, the process of completing a performance appraisal form should specifically accomplish the following:

- Employees should have a clear understanding of their current job duties and should understand how the work they perform relates to both university goals and those of their college, division or department
- Supervisors should acknowledge employee contributions for the previous appraisal year and should establish their expectations for the upcoming appraisal year
- Employees should know what is critical to improve their performance and/or develop their abilities in preparation for future opportunities

The Performance Appraisal form includes elements that further open, honest communication between employees and their supervisors about the employees' strengths and areas for improvement as well as employee initiated development opportunities. It also features elements to encourage specific goals to be cooperatively set for the upcoming evaluation period.

The Performance Appraisal form functions as a record to reinforce and/or summarize the informal discussions that an employee and supervisor have had over the evaluation period. Nothing on the form should be a surprise to the employee. Any action to improve unacceptable performance should be taken at the time the issue became apparent.

Providing employees, both faculty and staff, with feedback and direction is essential to the growth and development of Wright State University. All employees should be acquainted with the WSU Strategic Plan and understand how their role supports and contributes to the University's Mission, Vision, Values and Goals.

Section 1 – Purpose of Position

This section should be developed jointly by the employee and supervisor and should state how the position being evaluated relates to the WSU Mission, Vision, Values and/or Goals. It should also reference how the position fits within the college/division/department goals.

Section 2 – Goals and Objectives for this Review Period

This section should list the top five goals and objectives developed jointly by the employee and supervisor at the beginning of this review period.

Goals and Objectives for this Review Period:	Results:		
1.	<input type="checkbox"/> Achieved	<input type="checkbox"/> Exceeded	<input type="checkbox"/> Not Achieved
2.	<input type="checkbox"/> Achieved	<input type="checkbox"/> Exceeded	<input type="checkbox"/> Not Achieved
3.	<input type="checkbox"/> Achieved	<input type="checkbox"/> Exceeded	<input type="checkbox"/> Not Achieved
4.	<input type="checkbox"/> Achieved	<input type="checkbox"/> Exceeded	<input type="checkbox"/> Not Achieved
5.	<input type="checkbox"/> Achieved	<input type="checkbox"/> Exceeded	<input type="checkbox"/> Not Achieved

Section 3 – Core Competencies/Expected Behaviors

Wright State University expects certain competencies and behaviors from all employees. These competencies/behaviors are listed below. At the end of the review period, the supervisor will indicate whether or not the employee demonstrated these behaviors. If any of the expected behaviors are identified as “Development Needed”, the supervisor and employee must identify a plan to improve the behavior.

Transparency and Trust

- 1 Communicates in a direct, professional and honest manner
- 2 Is open to constructive feedback and asks appropriate questions
- 3 Is respectful of guidelines, policies, procedures and confidentiality
- 4 Listens attentively and openly to the ideas, suggestions and concerns of others

Problem Solving

- 5 Is sensitive to different perspectives and resolves conflict constructively
- 6 Prioritizes appropriately and produces work that is comprehensive in scope, complete in detail and accurate in content
- 7 Develops sound, timely and practical solutions to daily challenges and unique conflicts
- 8 Delivers an appropriate level of follow-through for problems and sees issues to a resolution

Inclusive Excellence

- 9 Is respectful of different interpersonal, leadership, work styles and lifestyles
- 10 Is appreciative of the contributions of other members of the community
- 11 Interacts professionally and effectively with various customers (both internal and external) in both routine and non-routine situations
- 12 Acts ethically, tactfully and with integrity in all interactions

Shared Leadership

- 13 Sets priorities and aligns individual goals with group goals in support of the WSU Mission, Vision, Values and Goals
- 14 Willingly shares ideas and information and provides assistance to others
- 15 Takes responsibility for decisions and consequences
- 16 Meets established deadlines and effectively uses work time to achieve goals and objectives

Team-Based Effort

- 17 Commits to team objectives and respects decision-making structures, even while holding a dissenting viewpoint
- 18 Participates in achieving unit goals and objectives and works effectively with other colleagues at the University
- 19 Demonstrates sufficient competency and understanding of all aspects of the position to perform the functions effectively and safely and is able to disseminate that knowledge as appropriate
- 20 Establishes and develops collaborative relationships with others in the University community

Innovation/Entrepreneurial Spirit

- 21 Anticipates and makes necessary changes to meet department and University goals
- 22 Identifies new and/or creative techniques, technologies or processes to improve institutional effectiveness
- 23 Accepts and carries out current and new responsibilities through resourcefulness and self-reliance
- 24 Demonstrates a commitment to self-development and continuous learning

Section 4 – Achievements and Areas for Improvement

In the space below, employees and supervisors can provide feedback on scores above, acknowledge significant strengths and achievements seen during the review period, note plans for further development of those strengths and/or document plans to improve any behaviors identified as “Does Not Meet Expectations (Development Needed).”

Achievements: Briefly describe the employee’s most significant strengths and accomplishments during this review period.

Areas for Improvement: Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Provide a brief description of a development plan to support achievement (supervisor’s role, resources, etc.)

Section 5 – Goals and Objectives for Next Review Period

This section should list those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should be specific, measurable, realistic, relevant and time-limited.

Goals and Objectives for Next Review Period: From:

To:

1.

2.
3.
4.
5.

Section 6 – Professional Development Plan

Identify any experience or learning opportunities that will support the employee’s professional development and high-level performance. Include training, competency development and other efforts.

For example:

1. Take a credit or non-credit course (list course and provider if possible)
2. Attend a seminar in the community (list title and location if possible)
3. Use research to develop process improvements (specify sources and methods)
4. Attend meetings to become more familiar with community partners (specify dates, times, etc.)
5. Cross train with others to gain increased knowledge in technical areas within the unit (specify persons/positions and knowledge to be obtained)

Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

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Section 7 – Final Comments and Signatures

Supervisor: Please enter any summative and/or final comments here:

Annual Pay Increase Eligibility

Across-the-Board Increase

Employee IS eligible for part/all of the total available

Employee IS NOT eligible for any of the total available

If NOT eligible for any portion of the **across-the-board** increase, please state the reason:

Merit Increase

Employee IS eligible for part/all of the total available

Employee IS NOT eligible for any of the total available

If NOT eligible for any portion of the **merit** increase, please state the reason:

Supervisor Signature

Date

Employee: Please enter any summative and/or final comments here:

I agree with the contents of this appraisal

I do NOT agree with the contents of this appraisal
(Explain why in the space above or attach additional records)

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

Employee Signature

Date

Second Level Supervisor Signature

Date

FOR HUMAN RESOURCES USE ONLY

Reviewed by/Date

Updated in system by/Date