

## **Executive Performance Appraisal FY15**

### Demographics

Name:Employee ID:Job Title:Supervisor:Department:

### **General Instructions**

The annual Performance Appraisal is intended to a) summarize employee performance over the past year, and b) provide the employee and evaluator an opportunity to discuss performance and future development. Two sections of the form count toward the employee's overall rating: Performance Goals and Success Factors. The rating scale definitions, provided below, can help the evaluator accurately document an employee's performance. The comment boxes should be used to indicate specific examples that support the rating. If a rating of "Outstanding" or "Unacceptable" is given, a comment must be provided.

### **Rating Scale**

#### Outstanding

Is a role model in the job. Exhibits mastery in all facets of the job. Puts the customer at the center of every activity. Steps outside of existing responsibilities to add value to the University. Identifies break through concepts. Is sought out by colleagues for advice on issues. Models the values of the University on a daily basis. Is in sync with the strategic direction of the University. Is universally regarded by others as a knowledgeable resource and true asset. Acts as a mentor, guide and teacher. Seeks new and improved ways to perform the job. Openly shares information and resources. Actively promotes cooperation, understanding and teambuilding.

#### **Exceeds Expectations**

Performance consistently exceeds expectations in Performance Goal or Success Factor. Sets and meets challenging professional goals and shows initiative in meeting them. Assumes extra responsibilities and participates in projects often. Proactive in planning, problem solving and initiating solutions within work group. An exceptional contributor to the success of the work group and organization.

#### Successful

Performance consistently meets expectations in Performance Goal or Success Factor. Requires minimal supervision and complies with work rules and regulatory requirements. Performance consistently meets the demands placed upon the position. Reliably completes routine assignments in an accurate and timely fashion. Assumes additional responsibilities when requested or assists in extra project work. Meets the University's high performance standards. Contributes positively to the success of the work group and organization.

#### Improvement Expected

Performance meets some but not all expectations in Performance Goal or Success Factor. Performance requires occasional supervisory intervention. Does not consistently complete job assignments in some areas in an accurate and timely fashion. Performance or behavior causes occasional problems for students, customers, department/unit and/or co-workers.

#### Unacceptable

Overall performance does not meet expectations in Performance Goal or Success Factor. Often requires supervision, redirection and/or re-instruction. Does not consistently complete job assignments in an accurate and timely fashion. Performance or behavior causes problems for students, customers, department/unit and/or co-workers.

### Instructions for Assessment of Previous Performance Goals

This section is to record accomplishments of preview Performance Goals; detail your previous Performance Goals in the boxes below. Select the appropriate rating and update accomplishments as applicable. For additional goals, click on the Add Goal link.

### **Performance Goal Results**

			Weight	
Goal 1				%
	Rating:	Due:		
		Action Steps:		
		Accomplishments/Progress on Action Steps:		
Goal 2				%
	Rating:	Due:		
		Action Steps:		
		Accomplishments/Progress on Action Steps:		
 Goal 3				%
	Rating:	Due:		
		Action Steps:		

Accomplishments/Progress on Action Steps:

Rating:

Due:

Due:

Action Steps:

Accomplishments/Progress on Action Steps:

Goal 5

Rating:

Action Steps:

Accomplishments/Progress on Action Steps:

Goal 6

Rating:

Due:

Action Steps:

Accomplishments/Progress on Action Steps:

%

Rating:

Action Steps:

Accomplishments/Progress on Action Steps:

# **Performance Goals Rating**

### **Success Factors**

### **Culturally Competent**

Demonstrates intercultural awareness and understanding. Communicates effectively across cultures. Integrates multiple perspectives and values. Leverages differences.

Outstanding
Exceeds Expectations
Successful
Improvement Expected
Unacceptable

Rating:

Comments:

Performance Driven	Outstanding
Drives excellence and sets high standards. Communicates explicit expectations. Demands accountability. Promotes innovation. Demonstrates results orientation.	Exceeds Expectations Successful
	Improvement Expected
	Unacceptable
Comments:	

%

Due:

### **People Centered**

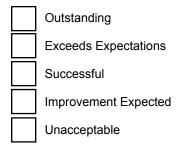
Models high emotional intelligence, self - awareness, and self-confidence. Invests in and develops others, unleashes talent in others. Practices "shared leadership." Effectively integrates work and personal life.



Comments:

#### Values Oriented

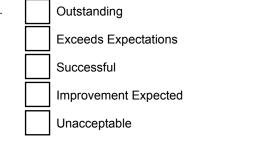
Demonstrates integrity and authenticity. Models and demands ethical behavior. Inspires trust. Demonstrates wisdom and seeks common good. Builds and maintains relationships.



Comments:

#### An Integrative & Strategic Leader

Develops and communicates comprehensive vision, strategy and clear purpose. Builds collaborative relationships with multiple stakeholders. Actively seeks external inputs. Proactively manages change.



Comments:

**Success Factors Rating** 

**Overall Rating** 

Rating:

Rating:

## Instructions for Culture of Health Competency

Indicate the degree to which the employee supports the President's Culture of Health Initiative by using the rating scale below. Ratings in this section will not affect the overall score this year.

## **Culture of Health Support**

Supports employees in being active during the workday. Encourages employees to eat well, including promoting healthy food options at office events. Promotes work-life fit, such as discussing flexible work arrangements that support all aspects of employees' lives. Encourages employees to work healthy, including encouraging education about ergonomic solutions. Empowers employees to engage in learning opportunities and show appreciation for their work.

Outstanding
Exceeds Expectations
Successful
Improvement Expected
Unacceptable

Comments:

Compliance Training Completion	
Did the employee complete all of his or her compliance training required for Fiscal Year 2015? This section does not affect the overall appraisal rating.	Yes No
Comments:	

## **Review of Previous Year Development Plans**

Review each of your previously established development plans. Detail accomplishments and provide a status. This section does not affect your overall appraisal rating.

### **Previous Development Plans**

**Development Plan 1** 

Accomplishments

Status:

**Development Plan 2** 

Accomplishments

	Status:	
Development Plan 4	Accomplishments	
	Status:	
Development Plan 5	Accomplishments	
	Status:	
Establish New Performance Goals		
It is recommended to establish 1 - 5 SMART goals for the upco	ming performance period:	
<ul> <li>S - specific, significant, stretching</li> <li>M - measurable, meaningful, motivational</li> <li>A - agreed upon, attainable, achievable, acceptable, action-orie</li> <li>R - realistic, relevant, reasonable, rewarding, results-oriented</li> <li>T - time-based, timely, tangible, trackable</li> </ul>	ented	
	We	eight
Goal 1		%
Start:	Due:	
Goal 2		%

Start:

Due:

	Start:	Due:	
Goal 4			%
	<b>2</b> 14 4	<b>D</b>	
	Start:	Due:	
Goal 5			%
	Start:	Due:	
Establish New Developm	ent Plans		
Include a Development Plan title a Success Factor, select it from the o	nd details in the boxes below. Should this drop down, otherwise maintain the defaul	s Development Plan align directly with an existin t selection of none.	ng
Examples of possible activities for professional development conferer section does not affect your overal	nces, joining a professional organization,	yLearn resources, attending training sessions of working towards licensures or certifications, etc	or c. This
Development Plan 1		Due:	
Competency:			
Development Plan 2		Due:	
Competency:			
Development Plan 3		Due:	

Competency:

Development Plan 5

Due:

Competency:

**Supervisor Final Comments** 

# **Employee Acknowledgment**

I have discussed my performance appraisal with my supervisor. My signature does not necessarily indicate agreement with the appraisal, but does acknowledge that I have received and reviewed this information.

**Employee Final Comments**