



**Performance Excellence Program**

**2007 Annual Employee Performance Review**

Must be completed in ink. Please PRINT

|                               |       |   |            |
|-------------------------------|-------|---|------------|
| Employee's Name & Datatel ID# | Title | <input type="checkbox"/> Classified<br><input type="checkbox"/> Prof/Tech<br><input type="checkbox"/> Administrator | Department |
| Supervisor's Name             | Title |   | Department |
| Review Date                   |       | <input type="checkbox"/> Self Evaluation<br><input type="checkbox"/> Supervisor's Evaluation                        |            |

Must be completed in ink. Please PRINT.

|   | Exceeds Requirements     | Meets Requirements       | Needs Improvement        | Not Applicable           |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>I. Basic Job Requirements</b>  |                          |                          |                          |                          |
| <b>A. Understanding of the Job:</b> Does employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. Quality of Work:</b> Is the quality of work acceptable and does it meet established standards? Is the employee accurate?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. Productivity and Efficiency:</b> Does employee complete assignments on schedule, use resources wisely and manage time effectively?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. Reliability, Dependability:</b> Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E. Initiative:</b> Does the employee demonstrate initiative and resourcefulness by taking appropriate action with a minimum of direction as situations arise? Does the employee seek opportunities to learn new skills, and make suggestions for improving work processes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>F. Servant- Leadership:</b> Does the employee demonstrate a desire to serve, show a willingness and readiness to provide good service to students, faculty, staff, and /or the public?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>G. Servant-Leadership:</b> Does the employee exhibit honesty, integrity, and high ethical standards while performing their job duties?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

List strengths. What does this employee do well?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List specific areas for improvement, if any:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

|   | Exceeds Requirements     | Meets Requirements       | Needs Improvement        | Not Applicable           |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>A. Planning and Organizing:</b> Does the employee set individual objectives and goals, and establish appropriate priorities?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. Problem Solving:</b> Does the employee identify and evaluate alternative solutions and make appropriate decisions?                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. Creativity:</b> Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. Flexibility:</b> Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E. Servant-Leadership:</b> Does the employee manage the resources entrusted to him or her with efficiency and economy?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>F. Servant-Leadership:</b> Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**II. Job Specific Attributes**

- A. Planning and Organizing:** Does the employee set individual objectives and goals, and establish appropriate priorities?
- B. Problem Solving:** Does the employee identify and evaluate alternative solutions and make appropriate decisions?
- C. Creativity:** Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?
- D. Flexibility:** Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?
- E. Servant-Leadership:** Does the employee manage the resources entrusted to him or her with efficiency and economy?
- F. Servant-Leadership:** Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties?

List strengths. What does this employee do well?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

List specific areas for improvement, if any:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

|   | Exceeds Requirements     | Meets Requirements       | Needs Improvement        | Not Applicable           |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>A. Communication:</b> Does the employee provide accurate and clear written and verbal information; present information effectively; listen effectively; comprehend and follow direction; and ask appropriate and timely questions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. Cooperation:</b> Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. Teamwork:</b> Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. Conflict Resolution:</b> Does the employee take initiatives to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work environment?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E. Servant-Leadership:</b> Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>F. Servant-Leadership:</b> Does the employee actively seek opportunities for improvement of his or her interpersonal skills?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**III. Interpersonal Skills**

- A. Communication:** Does the employee provide accurate and clear written and verbal information; present information effectively; listen effectively; comprehend and follow direction; and ask appropriate and timely questions?
- B. Cooperation:** Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?
- C. Teamwork:** Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?
- D. Conflict Resolution:** Does the employee take initiatives to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work environment?
- E. Servant-Leadership:** Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?
- F. Servant-Leadership:** Does the employee actively seek opportunities for improvement of his or her interpersonal skills?

**List strengths. What does this employee do well?**

1. \_\_\_\_\_
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3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**List specific areas for improvement, if any:**

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**IV. Other Comments**

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 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_