

## PERFORMANCE EVALUATION SYSTEM FORM (PES EVAL-U)

<b>Employee</b>		<b>Department</b>		<b>Performance Year</b>	
<b>LSU ID</b>		<b>Title</b>		<b>Evaluation Period</b>	
<p><b>Agency's Mission:</b> As the Flagship institution of the state, the vision of Louisiana State University is to be a leading research-extensive university, challenging undergraduate and graduate students to achieve the highest levels of intellectual and personal development. Designated as a Land, Sea, and Space Grant institution, the mission of Louisiana State University is the generation, preservation, dissemination, and application of knowledge and cultivation of the arts.</p> <p><b>Department's Mission:</b> The mission of Accounting Services is to pay employees and vendors in accordance with all legal requirements; perform accounting, financial reporting and billing for sponsored agreements; ensure the successful completion of the student registration processes, fee payment and financial aid dispersal; collect the data elements to meet internal and external reporting requirements; and prepare financial statements for LSU and related campuses.</p>					
<b>Evaluation Rating Chart</b>					
<p><b>Exceptional:</b> Consistently performed job duties, work and behavior expectations consistently met; exceeded performance goals and supervisor's expectations; anticipated and took on additional duties beyond core job responsibilities.</p>		<p><b>Successful:</b> Consistently performed job duties, work and behavior expectations consistently met; met performance goals and supervisor's expectations; completed and verified own work in a timely, accurate and thorough manner.</p>		<p><b>Needs Improvement/Unsuccessful:</b> Did not consistently and/or accurately perform job duties, work and/or behavior expectations were not met; did not meet performance goals and/or supervisor's expectations; not consistently reliable in handling daily duties; may require more supervision than is expected.</p>	

### SUPERVISOR'S ASSESSMENT

I. Major Responsibilities				
<p><i>The Evaluating Supervisor must review the Employee's Job Description and summarize the position's major responsibilities. Then rate according to the "Evaluation Rating Chart" and provide Comments for each Major Responsibility listed.</i></p>				
Major Responsibilities <i>Each listed responsibility should account for ≥ 20%</i>	Evaluation Rating			Evaluating Supervisor's Comments <i>(REQUIRED)</i>
	Exceptional	Successful	Needs Improvement/Unsuccessful	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II. Performance Goals				
<p><i>The Evaluating Supervisor must list Performance Goals for the Employee to focus on during the next 12 months. If possible, goals should be measurable.</i></p>				
<p><b>Midyear Review</b> is scheduled for _____.</p> <p>Comments:</p>				
III. Training and Development (T&D Plan)				
<p><i>The Evaluating Supervisor should develop a Training &amp; Development Plan for the next 12 months to enhance the Employee's work performance. The T&amp;D Plan should directly address any Major Responsibilities needing improvement or Core Competencies/Focus Areas requiring attention.</i></p>				

#### IV. Behavior Expectations

The Evaluating Supervisor must assess the Employee according to a standardized set of expectations set forth in "Behavior Expectations" attachment.

Core Competency	Evaluating Supervisor's Comments (REQUIRED)
1. Time Management & Organizational Skills	
2. Problem Solving & Decision Making	
3. Communication	
4. Interpersonal Skills	
5. Information Sharing & Collaboration	
6. Commitment to the Customer & LSU	
7. Personal & Professional Development	
8. Ethics, Compliance & Professionalism	
9. Management & Leadership (for Supervisors)	

#### V. OVERALL EVALUATION RATING (Check one)

The Evaluating Supervisor should determine an Overall Evaluation Rating and provide a brief narrative under "Performance Evaluation Summary" that summarizes the employee's work performance, accomplishments or deficiencies during this evaluation period. If a rating of Exceptional or Needs Improvement/Unsuccessful is chosen, the Evaluating Supervisor must provide justification for the rating.

<input type="checkbox"/>	<input type="checkbox"/>	<b>E – Exceptional</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>S – Successful</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NI/U – Needs Improvement/Unsuccessful</b>
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#### Performance Evaluation Summary

The Employee should complete the **Attachment PES EVAL-EA "Employee's Assessment"** and provide to his/her Evaluating Supervisor prior to the performance evaluation.

Signatures	Print Name	Signature	Date
Employee *			
Evaluating Supervisor			
Second Level Evaluator			

\*Please check the applicable box:

- ☐ I have received this document, discussed its contents with my Evaluating Supervisor and agree with its contents.
- ☐ I have reviewed this document, discussed its contents with my Evaluating Supervisor and do not agree with its contents. **Please explain why above or attach additional information to explain.**

## Behavior Expectations

Core Competency	Focus Areas	Bank of Expectations
<b>1. Time Management &amp; Organizational Skills</b>	<ul style="list-style-type: none"> <li>Productivity</li> <li>Prioritizing</li> <li>Efficiency &amp; Improvements</li> <li>Organizational Skills</li> <li>Meeting Deadlines</li> </ul>	<ul style="list-style-type: none"> <li>a. Uses work time effectively (avoids excessive talking, personal phone calls, cell phone use, and other workplace distractions).</li> <li>b. Demonstrates ability to prioritize assignments by meeting routine and unexpected deadlines.</li> <li>c. Ensures productivity, effectiveness and meets deadlines; handles multiple tasks and concurrent deadlines.</li> <li>d. Removes obstacles and roadblocks.</li> </ul>
<b>2. Problem Solving &amp; Decision Making</b>	<ul style="list-style-type: none"> <li>Problem Solving</li> <li>Flexibility &amp; Adaptability</li> <li>Decision Making</li> <li>Innovation</li> </ul>	<ul style="list-style-type: none"> <li>a. Formulates effective and efficient strategies that focus on university goals and objectives.</li> <li>b. Adapts to change quickly and can modify plans and goals to meet changing institutional demands and transition to new business processes.</li> <li>c. Recognizes when to make a decision independently and when to consult the supervisor.</li> <li>d. Encourages innovation.</li> </ul>
<b>3. Communication</b>	<ul style="list-style-type: none"> <li>Oral</li> <li>Written</li> <li>Non-verbal</li> </ul>	<ul style="list-style-type: none"> <li>a. Effectively communicates both verbally and in writing including responding to e-mail and voice mail in a timely manner.</li> <li>b. Possesses a solid writing ability demonstrating clarity and attention to grammar and spelling.</li> <li>c. Possesses skills of being a critical listener.</li> <li>d. Understands audience awareness &amp; body language.</li> </ul>
<b>4. Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>Workplace Relations</li> <li>Rapport &amp; Networking</li> <li>Conflict &amp; Emotions</li> </ul>	<ul style="list-style-type: none"> <li>a. Works across departmental boundaries and avoids turf issues.</li> <li>b. Gains cooperation and earns respect from others.</li> <li>c. Uses appropriate communication channels and consults with supervisor about actual or potentially sensitive issues.</li> <li>d. Appropriately handles conflict and understands the impact of unresolved conflict.</li> </ul>
<b>5. Information Sharing &amp; Collaboration</b>	<ul style="list-style-type: none"> <li>Institutional Knowledge</li> <li>Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>a. Willing to share knowledge, experience, time, and talents with others and works well in a team environment.</li> <li>b. Exhibits brainstorming techniques and successfully collaborates in a team environment.</li> </ul>
<b>6. Commitment to the Customer &amp; LSU</b>	<ul style="list-style-type: none"> <li>Commitment to the Customer</li> <li>Commitment to LSU</li> </ul>	<ul style="list-style-type: none"> <li>a. Provides exceptional customer service by distributing accurate information that supports the department's mission.</li> <li>b. Effectively responds to the university's evolving needs and expectations.</li> <li>c. Supports LSU's mission of achieving the highest levels of intellectual and personal development, application of knowledge and cultivation of the arts.</li> </ul>
<b>7. Personal &amp; Professional Development</b>	<ul style="list-style-type: none"> <li>Emotional Intelligence</li> <li>Self-motivation</li> <li>Setting Goals &amp; Objectives</li> <li>Strategic Thinking</li> <li>Use of Technology</li> </ul>	<ul style="list-style-type: none"> <li>a. Demonstrates resilience, self-awareness &amp; an open mind.</li> <li>b. Seeks knowledge and inspiration for personal and professional growth &amp; development.</li> <li>c. Sets realistic goals and objectives by effectively weighing risks against potential rewards.</li> <li>d. Understands drivers, strengths, vulnerabilities of the work environment and resources.</li> <li>e. Identifies hurdles, opportunities and constraints.</li> <li>f. Formulates effective strategies for addressing dilemmas and simplifying business processes and realizing fiscal efficiencies.</li> <li>g. Challenges conventional thinking.</li> <li>h. Actively seeks, acquires and applies new knowledge, skills and use of technology.</li> </ul>
<b>8. Ethics, Compliance &amp; Professionalism</b>	<ul style="list-style-type: none"> <li>Ethics</li> <li>Compliance in Policies &amp; Procedures</li> <li>Professionalism</li> <li>Work Habits</li> <li>Attendance</li> </ul>	<ul style="list-style-type: none"> <li>a. Performs job duties in accordance with University policies and procedures, professional standards and practices, and in accordance with relevant laws, regulations, and practices.</li> <li>b. Adheres to university and State standards of ethics and compliance.</li> <li>c. Represents the department and university in a professional manner (appropriate dress attire, respectful of others, and maintains a positive attitude).</li> <li>d. Maintains appropriate office hours and keeps tardiness and unplanned absences to a minimum.</li> </ul>
<b>9. Management &amp; Leadership (for Supervisors ONLY)</b>	<ul style="list-style-type: none"> <li>Basics of Management</li> <li>Delegation</li> <li>Project Management</li> <li>Change Management</li> <li>Leadership &amp; Team Building</li> <li>Staff Training &amp; Development</li> </ul>	<ul style="list-style-type: none"> <li>a. Assures compliance in all personnel activities and handles such issues in a confident, calm manner.</li> <li>b. Maintains composure and resolves conflict with an unbiased mindset.</li> <li>c. Communicates changes with openness &amp; honesty.</li> <li>d. Solicits input, ideas, and expertise of others.</li> <li>e. Accurately determines if problems can be resolved at this level or should be discussed with next level of supervision.</li> <li>f. Demonstrates the ability to delegate effectively and strategically.</li> <li>g. Creates control and follow-up procedures including seeing projects to completion.</li> <li>h. Accurately assesses employee strengths and weaknesses and consistently sets realistic goals to achieve efficiency or maintain exceptional performance.</li> <li>i. Initiates actions to avoid potential problems before they occur and/or to increase the probability of achieving desired results.</li> <li>j. Promotes change and constant adaptability.</li> <li>k. Readily supports and effectively implements all changes in policies and procedures, even if contrary to personal opinion.</li> <li>l. Maintains a credible image by displaying diplomacy and consistency.</li> <li>m. Earns cooperation, builds loyalty and commitment of a team and enforces positivity.</li> <li>n. Properly trains personnel in departmental and institutional policies, procedures, and job duties and encourages professional development.</li> <li>o. Informs subordinates of the task and connects it with organizational goals.</li> <li>p. Provides constructive suggestions for improving subordinates work performance.</li> <li>q. Holds employees accountable to improve quality and positive work environment; establishes discipline techniques.</li> <li>r. Mentors subordinates by providing feedback and insight on problem solving and offering potential solutions.</li> </ul>