



Instructions

Effective evaluation of job performance is an on-going process. MPP employees should receive formal feedback on performance after six months of service, after one year of service, and annually thereafter.

Part I – Job Success Factors

These include key responsibilities and basic competencies. Rate each factor based on performance during the evaluation period. The factors include key responsibilities specific to this position (Part 1-A), and competencies common to supervisor/manager positions (Part 1-B).

Part II – Goals from last evaluation period

Rate the progress made on each of the goals established at the beginning of the period. Also include any new goals established during the evaluation period and note any modifications to the original goals.

Part III – Goals for this evaluation period

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department and the University.

Part IV – Professional Development Plan

Identify actions that will be taken by the employee or manager/supervisor to improve current performance. The plan may include career growth, job mastery, or actions to correct performance.

Rating Scale

Level 5 (E)	Exceptional Performance far exceeded expectations due to exceptionally high quality of work performed in all <i>essential</i> areas of responsibility, resulting in an overall quality of work that was superior; and included either: 1) the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, division, or University objectives. This rating is given infrequently.
Level 4 (EE)	Exceeds expectations Performance consistently exceeded expectations in all <i>essential</i> areas of responsibility, and the overall quality of work was excellent. Annual goals were met.
Level 3 (ME)	Meets expectations Performance consistently met expectations in all <i>essential</i> areas of responsibility and at times, exceeded expectations. The overall quality of work was very good. The most critical annual goals were met.
Level 2 (I)	Improvement needed Performance did not <i>consistently</i> meet expectations – performance failed to meet expectations in one or more <i>essential</i> areas of responsibility, and/or one or more of the most critical goals were not met. (Note: This rating requires that a professional development plan to improve performance be completed, including timelines, and monitored to measure progress.)
Level 1 (U)	Unsatisfactory Performance was consistently below expectations in most <i>essential</i> areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. A plan to correct performance, including timelines, must be completed and monitored to measure progress.



Performance evaluation and planning form

Management Personnel Plan (MPP)

Employee:
Department:
Evaluation Period: From 5/16/2012 to 5/15/2013

Job Title:
Classification:
Evaluation Type:

Part I. Job Success Factors

FACTORS	RATING	COMMENTS
A. KEY RESPONSIBILITIES SPECIFIC TO THIS JOB		
Performs key responsibilities as articulated in the position description. List here: (ex: job knowledge, quantity, quality of work)		
B. CORE COMPETENCIES		
1. People Management Shows respect for people; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging. Coaches, evaluates, develops, inspires people; sets expectations, recognizes achievements, manages conflict, aligns performance goals with university goals, provides feedback and delegates effectively.		
2. Problem solving Identifies problems, involves others in seeking solutions, conducts appropriate analyses, identifies solutions that work; responds appropriately to new challenges.		
3. Decision making - Makes good decisions considering pertinent facts; acts with integrity; distinguishes relevant information and makes timely decisions.		
4. Leadership A positive role model; accepts responsibility; resourceful; marshals people, funds and space required to get things done. Develops trust and credibility. Demonstrates accountability, integrity and influence; recognizes successes and holds people accountable.		
5. Change Facilitation Willing to learn and adapt to new technologies; flexible when situations change. Embraces change as an opportunity for improvement.		
6. Collaboration Encourages cooperation and collaboration; builds effective teams; seeks partnerships for the common good.		



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Management Personnel Plan (MPP)

Employee:

Evaluation Period: From 5/16/2012 to 5/15/2013

FACTORS	RATING	COMMENTS
7. Organizational Acumen/Insight Understands the Universities environment, culture, processes, and procedures. Knows and practices the values of the University. Serves as an effective team member within the University community.		
8. Planning Assesses the environment and current situation, sets and monitors goals. Envisions desired outcomes. Communicates vision and establishes metrics to measure success.		
9. Safety and Risk Management Implements procedures to identify and correct potentially unsafe working conditions. Mitigates risk where appropriate through knowledge of policies and procedures.		
10. Service Orientation Delivers high quality, innovative service to internal and external individuals; understands the needs of the individual; meets or exceeds others expectations.		
11. Department specific competency (optional)		

Part II. Last Period's Goals

Rate the progress made on each of the goals established at the beginning of the evaluation period and any new goals. Note modifications to the original goals.

Goal	Rating	Comments
1.		
2.		
3.		
4.		
5.		



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Management Personnel Plan (MPP)

Employee:

Evaluation Period: From 5/16/2012 to 5/15/2013

OVERALL RATING	
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Part III. Next Period's Goals

Enter the performance goals for the next evaluation period. Individual goals should align with those of the department and the University.

1. Measure of success:
2. Measure of success:
3. Measure of success:
4. Measure of success:
5. Measure of success:

Part IV. Professional Development Plan

What programs or experience will be used to enhance/develop the capabilities of the employee during the coming year?

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Performance evaluation and planning form

Management Personnel Plan (MPP)

Employee:

Evaluation Period: From 5/16/2012 to 5/15/2013

Signatures:

Employee:

Signature:	Date:
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My signature indicates that I have received a copy of this evaluation.

Evaluator:

Print Name:	Signature:	Date:
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Reviewing Authority:

Print Name:	Signature:	Date:
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Reviewing Authority:

Print Name:	Signature:	Date:
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The employee being evaluated is to receive a copy of the completed evaluation form and a copy shall be placed in the personnel file.

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