



Administrative Staff Annual Performance Appraisal Form 2014

Staff Name:	Division/Dept:
Job Title:	Evaluation period:
Supervisor Name:	Date:

Self-Appraisal **Supervisor/Manager Appraisal**

Part I. Review of Last Year’s Goals/Activities and Performance

Please enter the primary goals, activities, and/or projects assigned including any unplanned/additional ones, and briefly review the past year’s challenges, achievements and contributions. After this appraisal process, please remember to set new goals for next year.

Goal/Activity 1: Review: Rating: _____
Goal/Activity 2: Review: Rating: _____
Goal/Activity 3: Review: Rating: _____
Goal/Activity 4: Review: Rating: _____
Goal/Activity 5: Review: Rating: _____

Part II. Competency Review

Competencies	Rating
1. Supports the University's mission, Jesuit values and strategic plan/priorities and diversity/inclusion initiatives	<input type="checkbox"/> Acceptable <input type="checkbox"/> Improvement Needed/Unacceptable
2. Demonstrates leadership; if supervisor - effectively hires, manages, coaches and develops staff day-to-day and through change	<input type="checkbox"/> Acceptable <input type="checkbox"/> Improvement Needed/Unacceptable
3. Delivers high-quality service to internal and external customers	<input type="checkbox"/> Acceptable <input type="checkbox"/> Improvement Needed/Unacceptable
4. Demonstrates good judgment, expediency and flexibility in decision-making	<input type="checkbox"/> Acceptable <input type="checkbox"/> Improvement Needed/Unacceptable
5. Demonstrates positive constructive oral, written and interpersonal communications and team skills	<input type="checkbox"/> Acceptable <input type="checkbox"/> Improvement Needed/Unacceptable
6. Demonstrates accountability and fiscal responsibility (budget/spending, Concur, etc.)	<input type="checkbox"/> Acceptable <input type="checkbox"/> Improvement Needed/Unacceptable

Competency Review

(a) For any competency where performance *excelled*, please briefly describe the staff person's contributions:

(b) For any competency where performance *needs improvement* or is *unacceptable*, please briefly describe the issue and what is expected to correct performance including professional development assignments.

Overall Performance (Parts I and II)

Overall Rating: ____

Next Year's Goals

<p>Goal/Activity 1:</p> <p>Expectations/Professional Development</p>
<p>Goal/Activity 2:</p> <p>Expectations/Professional Development</p>
<p>Goal/Activity 3:</p> <p>Expectations/Professional Development</p>
<p>Goal/Activity 4:</p> <p>Expectations/Professional Development</p>
<p>Goal/Activity 5:</p> <p>Expectations/Professional Development</p>

Signatures

Employee: _____ Print or type
Signature: _____ Date: _____ My signature indicates that I have received a copy of this evaluation. <input type="checkbox"/> I would like to include comments to my evaluation.
Manager: _____ Print or type
Signature: _____ Date: _____
Department Manager/Director: _____ Print or type
Signature: _____ Date: _____
Vice President/Dean: _____ Print or type
Signature: _____ Date: _____

Performance Rating Descriptions:

- | | |
|------------------------------------|--|
| E - Exceeds Expectations | Overall quality of work was superior in the completion of all goals, priorities and/or projects assigned. Exceptional contributions made in support of the school, department, and/or University. |
| S - Sometimes Exceeds Expectations | In the completion of some of the goals, priorities and/or projects assigned, the quality of work and/or the contributions made were exceptional and in support of the school, department, and/or University. |
| M - Meets Expectations | Quality of work fully met the high standards set. Primary goals, priorities and/or projects were achieved. |
| I - Improvement Needed | Performance was inconsistent, sometimes meeting expectations and sometimes not. One or more of the primary goals were not achieved.

The written appraisal should address how the staff person will correct performance in the deficient areas, and include professional development opportunities. |
| U - Unacceptable | Performance was consistently below expectations. Most goals/priorities were not achieved.

A plan to improve performance should be attached to this written appraisal that includes goals, how goals will be tracked/measured, performance expectations, timelines and professional development assignments. |

Annual reviews may be completed any time after January 1 to accommodate operations/business schedules.

Completed reviews must be submitted to HR by April 30.