

## NON-FACULTY PERFORMANCE REVIEW

Review Period 2/1/2011 To 1/31/2012

|            |              |                     |                 |
|------------|--------------|---------------------|-----------------|
| Name: Kyle | Title: Title | EMPL ID: 1234567890 | Job Code: 12345 |
|------------|--------------|---------------------|-----------------|

### Section I. ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

List the essential job functions/responsibilities of this employee. These are the major responsibilities of the job. It defines the job (along with the reason it exists). Typically this would include 5-8 key essential job functions and can be found in the job description or position description.

Essential Job Function 1

|   |                   |
|---|-------------------|
| <b>ESSENTIAL JOB FUNCTIONS</b>  | <b>RATING: SP</b> |
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| <b>STANDARD</b>   |                   |
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| <b>COMMENTS</b>   |                   |
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### Section II. PROJECTS

List the special projects that have been assigned to this employee for the year (typically major projects would not exceed 3-4). Some employees may not have special projects assigned at all.

Project 1

|   |                    |
|---|--------------------|
| <b>SPECIAL PROJECTS</b>   | <b>RATING: SP+</b> |
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| <b>STANDARD</b>   |                    |
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| <b>COMMENTS</b>   | <b>Due Date:</b>   |
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### Section III. DEVELOPMENT PLANS

Employees are always encouraged to actively engage in self development affairs. Identify specific work assignments, training (courses/classes, skills, books, magazines, seminars or CEU's) designed to increase the individual's effectiveness in present job and/or prepare for future job assignments

\*\* While this section will not have a rating, it should be a factor used to determine overall performance. \*\*

Development Plan 1

|   |  |                        |
|---|--|------------------------|
| <b>TRAINING/SKILLS REQUIRED</b>   |  | <b>Due/Compl Date:</b> |
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| <b>COMMENTS</b>   |  | <b>Start Date:</b>     |
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## Section IV. ATTRIBUTES

- For each attribute in which an employee is rated "Outstanding" or "Improvement Needed" comments are required  
For each attribute in which an employee is rated "Solid Performance" comments are not necessary, but are desirable

|  |                    |
|--|--------------------|
| <b>TEAMWORK</b>  | <b>Rating: SP+</b> |
| Supportive of team/departmental goals; willingly helps other by providing information, training, or work assistance; demonstrates flexibility in responding to changing work conditions, or unexpected issues that arise.  |                    |
| <b>SERVICE ORIENTATION</b>   | <b>Rating: SP</b>  |
| Consistently demonstrates concern/courtesy to coworkers and customers; follows through on commitments to customers; works to improve level of service  |                    |
| <b>COMMUNICATION</b>   | <b>Rating: SP-</b> |
| Listens effectively; responds clearly and directly; prepares clear concise reports, records or documentation; gives or explains instructions and ideas to other effectively  |                    |
| <b>ADAPTABILITY</b>  | <b>Rating: O</b>   |
| Ability to adjust to a variety of situations/issues; exhibits flexibility to changing work demands   |                    |
| <b>INNOVATION, CREATIVITY &amp; INITIATIVE</b>   | <b>Rating: SP+</b> |
| Works independently , willing to learn new skills, processes; engages in creative problem solving, open and receptive to new ideas; integrates change and makes appropriate suggestions (based on work experience) to improve work area/flow or processes; proactively works to identify and address work problems or issues |                    |
| <b>MOTIVATION</b>  | <b>Rating: SP</b>  |
| Enthusiastically assumes new tasks, responsibilities; takes personal responsibility for departmental success; works steadily and actively; demonstrates positive attitude toward self and others   |                    |
| <b>JOB KNOWLEDGE</b>   | <b>Rating: SP-</b> |
| Applies technical and procedural know-how to "get the job done"; demonstrates understanding and mastery of the process, methods, systems and/or procedures; keeps informed of the latest developments in area of specialty   |                    |
| <b>JUDGEMENT</b>   | <b>Rating: O</b>   |
| Analyzes situations; uses problem solving skills; makes appropriate decisions consistent with the situation; obtains and evaluates pertinent information to determine source of and alternative solutions to problem   |                    |
| <b>QUANTITY &amp; PRODUCTIVITY</b>   | <b>Rating: SP+</b> |
| Accommodates multiple demands for commitment of time, energy and resources; develops and/or follows work procedures; handles information flow; organizes work assignments for optimum results; manages time and priorities appropriately   |                    |
| <b>QUALITY</b>   | <b>Rating: SP</b>  |

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Demonstrates competence, accuracy, thoroughness, and reliability

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### Section V. SUPERVISORS ONLY

Please complete this page of attributes (in addition to the previous page) for employees. Supervisor for purposes of this exercise is defined as those who have the responsibility of supervising others, whether in a formal capacity (e.g., by title) or informal. Supervisors will be rated on 15 attributes (total). \NComments are not required for a rating of "SP"

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### **OVERALL RATING**

#### **PERFORMANCE SUMMARY/MANAGER'S COMMENTS**

**Rating: SP+**

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#### **EMPLOYEE COMMENT**

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## SIGNATURES:

Employee Signature \*

Employee Printed Name

Date

Supervisor Signature

Supervisor Printed Name

Date

Additional Supervisor Signature

Supervisor Printed Name

Date

Additional(\* if required)

Printed Name

Date