

NON-FACULTY PERFORMANCE REVIEW

Review Period: 2/1/2016 To 1/31/2017

Name: Kyle	Title: Doc	EMPL ID: 1234567890	Job Code: 12345
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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

ESSENTIAL JOB FUNCTIONS testttttt	RATING: SP-
STANDARD test	
COMMENTS	

Essential Job Function 2

ESSENTIAL JOB FUNCTIONS test	RATING: O
STANDARD test	
COMMENTS test	

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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

SPECIAL PROJECTS test	RATING: SP+
STANDARD test	
COMMENTS	Due Date:

Project 2

SPECIAL PROJECTS test	RATING: SP
STANDARD test	
COMMENTS	Due Date:

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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

TRAINING/SKILLS REQUIRED	Due/Compl Date:
test	
COMMENTS	
test	

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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

TEAMWORK 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.	Rating: SP
SERVICE ORIENTATION Consistently demonstrates concern/courtesy to coworkers and customers; follows through on commitments to customers; works to improve level of service.	Rating: SP
COMMUNICATION Listens effectively; responds clearly and directly; prepares clear concise reports, records or documentation; gives or explains instructions and ideas to other effectively.	Rating: SP
ADAPTABILITY Ability to adjust to a variety of situations/issues; exhibits flexibility to changing work demands.	Rating: SP
INNOVATION, CREATIVITY & INITIATIVE 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.	Rating: SP
MOTIVATION test	Rating: SP
JOB KNOWLEDGE test	Rating: SP
JUDGEMENT 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.	Rating: SP
QUANTITY & PRODUCTIVITY test	Rating: SP
QUALITY test	Rating: SP

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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"

This employee is not a supervisor

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OVERALL RATING

PERFORMANCE SUMMARY/MANAGER'S COMMENTS

test

Rating: SP+

EMPLOYEE COMMENT