

NON-FACULTY PERFORMANCE REVIEW

Review Period 2/1/2017 To 1/31/2018

Name: Kyle	Title: Title	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 test	RATING: SP
STANDARD test	
COMMENTS	

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.

No Projects reported for employee

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. **

No Development Plans reported for employee

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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	Rating: SP
SERVICE ORIENTATION	Rating: SP
COMMUNICATION	Rating: SP
ADAPTABILITY	Rating: SP
INNOVATION, CREATIVITY & INITIATIVE	Rating: SP
MOTIVATION	Rating: SP
JOB KNOWLEDGE	Rating: SP
JUDGEMENT	Rating: SP
QUANTITY & PRODUCTIVITY	Rating: SP
QUALITY	Rating: SP

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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STAFF DEVELOPMENT	Rating: SP
DECISION MAKING	Rating: SP
LEADERSHIP	Rating: SP
PROMOTES DIVERSITY	Rating: SP
COMPLICANCE, ACCOUNTABILITY & RISK MANAGEMENT	Rating: SP

OVERALL RATING

PERFORMANCE SUMMARY/MANAGER'S COMMENTS	Rating: SP
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EMPLOYEE COMMENT

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Name: Kyle

Title: Title

EMPL ID: 1234567890

Job Code: 12345

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