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# University Support Staff (USS) Employee Performance Review

## Employee Information

| Name: | Click here to enter text. | | | | | | | **Employee ID:** | Click here to enter text. | |
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| Job Title: | Click here to enter text. | | | | | | | **Date:** | Click to enter date | |
| Department: | Click here to enter text. | | | | | | | **Supervisor:** | Click here to enter text. | |
| ReviewPeriod: | **From:** | Click to enter date | | **To:** | Click to enter date |  | ReviewType: | Choose an item. | | |
| If Extending Probationary Period - ***Enter date*** | | Click to enter date |
| **OVERALL PERFORMANCE RATING**  Consider the employee’s input from the Feedback Sessions and Mid-Year Discussion regarding his/her performance, your rating for each of the evaluation factors and your evaluation of goal achievement if established, plus any optional evaluative comments to determine the overall performance rating. The overall rating must be consistent with these evaluation factors. | | | | | | | | | | |
| **Overall Performance Rating:** | | | Choose an item. | | | | | | | |

## Performance Categories

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| **Job Knowledge and Skills** | |
| Evaluate the degree to which the employee demonstrates competence with job aspects including methods, procedures, standard practices, and techniques applicable to this position and the degree to which the employee demonstrates understanding of FHSU policies, procedures, goals and purpose as required for this job. | |
| * Exceeds Expectations | Demonstrates exceptional knowledge and/or skills in the most complex job aspects and applies them consistently. |
| * Meets Expectations | Demonstrates adequate knowledge and/or skills of job aspects. |
| * Needs Improvement | Does not demonstrate knowledge and/or skills on a frequent basis of job aspects. |
| * Unsatisfactory | Does not demonstrate required knowledge and/or skills to perform job aspects. |
| ***JOB OBJECTIVES and/or GOALS*** | |

Click here to enter text.

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| ***Comments:*** (required for Exceeds Expectations or Unsatisfactory ratings) |

Click here to enter text.

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| ***Rating:*** | Choose an item. |

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| **Work Quality and Time/Self-Management** | | |
| Evaluate the degree to which the employee achieves overall quality of work and time management; as defined by accuracy, completeness, attention to detail, and effectiveness in managing their use of time. Exhibits initiative and action in improving knowledge and skills, while seeking and assuming additional responsibilities. Works in a safe manner and organizes work to use time effectively and efficiently. Gives and receives constructive feedback while focusing on the situation, issue or behavior, rather than the person. | | |
| * Exceeds Expectations | Produces accurate, high-quality work; completes tasks ahead of schedule; and seeks additional tasks. |
| * Meets Expectations | Produces satisfactory work and completes most tasks within time limits. |
| * Needs Improvement | Produces marginal work, and work is frequently late or incomplete. |
| * Unsatisfactory | Quality of work unacceptable, does not complete tasks or meet deadlines. |
| ***JOB OBJECTIVES and/or GOALS*** | |

Click here to enter text.

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| ***Comments:*** (required for Exceeds Expectations or Unsatisfactory ratings) |

Click here to enter text.

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| ***Rating:*** | Choose an item. |

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| **Attendance and Reliability** | | |
| Evaluate the degree to which the employee can be relied upon to report to work as scheduled, punctuality, preparedness for work, and proper scheduling of leave time. | |
| * Exceeds Expectations | Consistently prepared for work, reports as scheduled, very punctual, and gives proper notification of leave time. |
| * Meets Expectations | Typically reports to work as scheduled, usually punctual and prepared to work, and typically gives adequate notice of  leave time. |
| * Needs Improvement | Struggles with punctuality and the ability to report to work as scheduled. Not always prepared to start work and  occasionally abuses or fails to give proper notification of leave time. |
| * Unsatisfactory | Consistently late to work, or fails to come to work, and abuses or fails to give proper notification of leave time. |
| ***JOB OBJECTIVES and/or GOALS*** | |

Click here to enter text.

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| ***Comments:*** (required for Exceeds Expectations or Unsatisfactory ratings) |

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| ***Rating:*** | Choose an item. |

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| **Communication and Interpersonal Skills** | |
| Evaluate the degree to which the employee behaves appropriately and professionally, meets customer needs, communicates and works with co-workers, supervisors, other departments, and customers while representing the common goals of the University. | |
| * Exceeds Expectations | Consistently meets customer needs; communicates and works well with co-workers, supervisors, other departments,  and customers; acts appropriately and professionally. |
| * Meets Expectations | Typically meets customer needs; communicates and works acceptably with co-workers, supervisors, other  departments, and customers; acts appropriately and professionally. |
| * Needs Improvement | Ineffectively addresses customer needs; communicates or works with co-workers, supervisors, other departments,  and customers; acts appropriately and professionally. |
| * Unsatisfactory | Fails to meet customer needs; communicate or work well with co-workers, supervisors, other departments, and  customers; act appropriately or professionally. |
| ***JOB OBJECTIVES and/or GOALS*** | |

Click here to enter text.

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| ***Comments:*** (required for Exceeds Expectations or Unsatisfactory ratings) |

Click here to enter text.

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| ***Rating:*** | Choose an item. |

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| **Leadership and Human Resources Management** | |
| ***Required for supervisors: optional for lead workers and others*.**  Evaluate the degree to which the employee coordinates and delegates effectively. How well does the employee influence, support, and evaluate the productivity of others towards improving the University’s effectiveness in obtaining its goals and objectives. | | |
| * Exceeds Expectations | Consistently contributes to a motivational work environment, leads by example, makes timely and effective decisions,  delegates effectively. Consistently demonstrates and encourages open communication. Evaluates and treats  employees professionally. | |
| * Meets Expectations | Supports a motivated work environment. Makes good decisions, generally uses resources wisely, delegates routine  tasks, demonstrates acceptable communication skills, evaluates and treats employees effectively. | |
| * Needs Improvement | Struggles to promote a motivated work environment. Is inconsistent with decision making and use of resources. Has  problems delegating routine tasks, communicating with others, and evaluating employees. | |
| * Unsatisfactory | Does not promote a motivated work environment, makes poor decisions, fails to use resources effectively, does not  delegate tasks appropriately, lacks suitable communication skills, and fails to treat and evaluate employees  professionally. | |
| ***JOB OBJECTIVES and/or GOALS*** | | |

Click here to enter text.

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| ***Comments:*** (required for Exceeds Expectations or Unsatisfactory ratings) |

Click here to enter text.

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| ***Rating:*** | Choose an item. |

## Initial Planning Session

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| ***Initial planning for the upcoming evaluation period is required. This meeting is to provide clarity of job objectives / goals and establish an understanding between the supervisor and employee outlining expectations for the upcoming evaluation period.***  Job Objectives / Goals are based on the employee's job requirements and should be measurable, realistic, objective, and job related. Employee input is encouraged. The supervisor has ultimate responsibility for establishing objectives and goals.    Job Objectives / Goals are generally established during the Initial Planning Session and may be updated at various times.   * at the beginning of each initial planning session; * when there is a significant change in duties; * when additional goals are warranted during the evaluation period; * shortly after appointment to a new position. |

## On-going Feedback

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| *On-going feedback is encouraged. It is recommended supervisors and employees initial and date all comments.* |
| ***SUPERVISORY COMMENTS*** |

Click here to enter text.

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| ***EMPLOYEE COMMENTS (optional)*** |

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## Mid-Year Discussion

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| *Six months from the beginning date of the evaluation period, the supervisor is required to do a Mid-Year Discussion with the employee.*  *Mid-Year Discussion requires both the supervisor and employee signatures.* |
| ***SUPERVISORY COMMENTS*** |

Click here to enter text.

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| ***EMPLOYEE COMMENTS (optional)*** |

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## Summary of Review

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| Summarize your assessment of the employee’s performance during the rating period. Include comments on individual strengths that contributed to successful performance and/or comment on area(s) that need attention to strengthen performance. Comments are required for Exceeds Expectations and Unsatisfactory ratings, but encouraged for evaluation of all employees. |
| ***SUPERVISORY COMMENTS*** |

Click here to enter text.

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| ***EMPLOYEE COMMENTS (optional)*** |

Click here to enter text.

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| **Signatures** |

## Initial Planning Session

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| Employee Signature | Date |
| Supervisor Signature | Date |

## Mid-Year Discussion

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| Employee Signature | Date |
| Supervisor Signature | Date |

## Verification of Review

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| By signing this form, you confirm that you have discussed this Review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation. | |
| Employee Signature | Date |
| Supervisor Signature | Date |
| Reviewer Signature | Date |

Share/USS/Evaluation 3-7-14