

INTRODUCTION/PROBATION PERIOD EVALUATION

Staff Self-Assessment and Performance Appraisal Deadlines:

- 1. Staff member completes the Self-Assessment and sends to their Immediate Supervisor by March 15th.*
- 2. Immediate Supervisor reviews Self-Assessment and completes Performance Appraisal and returns it to Director by April 1st.*
- 3. Staff member reviews Performance Appraisal, adds any final comments and returns to their Immediate Supervisor by April 7th.*
- 4. Face-to-face meeting (including the use of technology such as ITV, Skype, etc.) to discuss the results of the Self-Assessment/Performance Appraisal by April 15th.*
- 5. The signed Self-Assessment/Performance Appraisal is sent to the Office Human Resources to be placed in staff's personnel file by April 15th.*
- 6. Immediate Supervisor closes the Self-Assessment/Performance Appraisal online only after the above steps have been completed by April 15th.*

(Space for feedback after each question.)

Questions:

- Meets Expectations - Has knowledge and understanding of the employee core competencies.
- Below Expectations - Has demonstrated limited knowledge and understanding of the employee core competencies.
- Needs Improvement - After instructions, unable to demonstrate limited knowledge and understanding of the employee core competencies.

Quantity of Work: *The amount of work an individual produces in a work day.*

- Consistently Exceeds Expectations - Produces an extremely high volume of work. Works with speed and accuracy. Consistently meets or exceeds goals.
- Exceeds Expectations - Very skillful, does more than is required.
- Meets Expectations - Work volume is satisfactory. Usually produces an average volume of work.
- Below Expectations - Work volume is below average. Needs to work more rapidly.
- Needs Improvement - Seldom completes an acceptable amount of work. Wastes time. Quantity is inadequate.

Completion/Thoroughness & Accuracy: *Attention to work detail and correctness of work duties performed.*

- Consistently Exceeds Expectations - Exceptional worker. Work is always completed accurately and beyond standard expectation in every detail.
- Exceeds Expectations - Hard worker. Provides complete, accurate, and well organized work on time.
- Meets Expectations - Usually accurate, makes average number of mistakes, completes work on time with desired detail.
- Below Expectations - Occasionally careless, makes reoccurring errors which requires supervision. Will only do what is instructed to do and needs supervision to follow through on work.
- Needs Improvement - Makes frequent, sloppy, requires repetitive instructions. Inadequate quality and often does not carry out work in the required detail which leads to missed goals.

Judgment: *Makes logical and reliable decisions that are consistent with the university values and priorities.*

- Consistently Exceeds Expectations - Exceptional in decision making. Reviews major decisions with supervisor when appropriate.
- Exceeds Expectations - Very reliable in decision making. Consistently and quickly arrives at correct decision even in complex matters.
- Meets Expectations - Make logical decisions. Most decisions and actions are correct.
- Below Expectations - Occasionally judgment causes problems and work errors. Needs to improve on decision making skills.
- Needs Improvement - Lacks the ability to make independent decisions.

Adaptability: How the individual adapts to change.

- Consistently Exceeds Expectations - Exceptionally adaptable. Welcomes new situations positively.
- Exceeds Expectations - Adjusts quickly to new situations. Eager to learn and try new things.
- Meets Expectations - Reasonably adaptable. Willing to try new duties or procedures and explores new methods of handling work problems.
- Below Expectations - Reluctant to change. Resists rather than giving the new situation a try.
- Needs Improvement - Has not adapted to job requirements. Resist instruction and change.

Reliability: Dependability of work.

- Consistently Exceeds Expectations - Reliable, highly dependable, and can be trusted with minimal supervision.
- Exceeds Expectations - Works well and steadily in carrying out assignments. Very dependable with limited supervision.
- Meets Expectations - Works steadily and requires only normal supervision.
- Below Expectations - Requires more than normal supervision. Is easily distracted. Not always dependable.
- Needs Improvement - Requires constant supervision. Lacks follow through. Not dependable.

Compliance: Proceeding in accordance with work instruction, rules, and procedures.

- Consistently Exceeds Expectations - Complies with university work conditions, and encourages compliance by others.
- Exceeds Expectations - Consistently responds and adheres to work rules and procedures.
- Meets Expectations - Completes work assignments and complies with work rules and procedures.
- Below Expectations - Follows work rules and procedures reluctantly.
- Needs Improvement - Breaks or deviates from prescribed work rules and procedures.

Cooperation: Working with others to achieve goals.

- Consistently Exceeds Expectations - Very effective in dealing with others. Goes the extra mile. Always courteous and cooperative.
- Exceeds Expectations - Has a pleasant attitude, eager to please, courteous, and helpful. Relates very well with others.
- Meets Expectations - Cooperates with others. Willing to help when asked. A team worker.
- Below Expectations - Shows reluctance to exercise teamwork.
- Needs Improvement - Lacks cooperation or courtesy. Resents supervision. Negative attitude towards work.

Punctuality: Reporting on time for work and conforms to work hours.

- Consistently Exceeds Expectations - Outstanding punctuality. On time for work unless unavoidable. Dependable and punctual in any situation.

- Exceeds Expectations - Very dependable. Rarely late. Can be counted on to be on the job and ready to work on time.
- Meets Expectations Consistently prompt for work and reports on time back from break or lunch.
- Below Expectations - Late to work and/or sometimes late returning from breaks or lunch.
- Needs Improvement - Frequently late to work. Takes extended breaks or lunch. Creates hardship on other workers.

Attendance: *Coming to work daily.*

- Consistently Exceeds Expectations - Exemplary attendance. Rarely misses work. Extremely dependable.
- Exceeds Expectations - Very dependable. Attendance is very good.
- Meets Expectations - Dependable. Attendance is good.
- Below Expectations - Frequently misses work.
- Needs Improvement - Excessive absences. Shown no improvement in attendance.

Initiative: *Motivated employee.*

- Consistently Exceeds Expectations - Continually seeks better ways to improve the job and office. Self-starter, makes significant contributions to the job, and is very productive.
- Exceeds Expectations - Self-motivated and diligent. Often ways to improve performance and office. Uses work hours efficiently.
- Meets Expectations - Requires normal supervision. Satisfactorily completes duties. Sometimes looks for other work when work is completed.
- Below Expectations - Does just enough to get by. Seldom does anything to improve work.
- Needs Improvement - Has to be told or reminded what work has to be done.

Feedback Questions

What do you consider your major challenges:

My major challenges can be strengthened by doing the following:

What do you believe your supervisor and/or university can do to assist with these challenges:

My major strong points are:

My major strong points can be used more effectively by doing the following: