

Affiliate ID: _____ Performance Period: _____ Evaluation Date: _____
 Employee Name: _____ Position Title: _____
 Supervisor: _____ Department: _____
 Type of Review: _____ Annual _____ Probationary _____ Other: _____

UNIVERSITY	Core Expectations for Management	Rating 5 (high) - 1 (low)					Supervisor Comments			
	See "Evaluation Rating Chart" prior to rating		5	4	3	2	1	REQUIRED for Rating 5, 1 Recommended for Rating 4, 3, 2		
	Creates a Culture of Service to Students and Colleagues									
	Sets the Standard for Trust, Integrity, Transparency									
	Develops Staff and Fosters Teamwork									
	Executes Strategies to Get Results									
	Decision Making and Accountability									
	Cultivates Intellectual and Cultural Diversity									
Fiscal Responsibility, Process Improvement, Sustainability										
DEPARTMENT	Performance Summary									
	Provide a brief narrative (or bullet points) that summarizes the employee's performance, accomplishments or deficiencies in the prior performance period.									
OVERALL RATING Fill in overall rating here [5 (high) - 1 (low)]:										
5 – Consistently Exceeds Performance Expectations		4 – Frequently Exceeds Performance Expectations		3 – Performance Expectations Fulfilled		2 – Inconsistently Fulfills Performance Expectations		1 – Fails to Meet Performance Expectations		
FOCUS	Performance Goals					Development Plan				
	Supervisor to list employee's major areas of focus for next 12 months. List 3-4 major job-related goals.					Provide a plan to enhance performance in the ASU Core Expectations area for next 12 months.				
Employee Comments						<input type="checkbox"/> Concur	<input type="checkbox"/> Do not concur			

Employee Signature: _____ Date: _____ Date Entered into PeopleSoft: _____ See Attached Documentation: _____
 Supervisor Signature: _____ Date: _____ Management Review: _____ Date: _____

PERFORMANCE EVALUATION TEMPLATE – ASU Management

Evaluation Rating Chart

5. Consistently Exceeds Performance Expectations	4. Frequently Exceeds Performance Expectations	3. Performance Expectations Fulfilled	2. Inconsistently Fulfills Performance Expectations	1. Fails to Meet Performance Expectations
<ul style="list-style-type: none"> Consistently exceeds performance expectations Demonstrates exceptional quality of work in all essential areas of responsibility Always makes an exceptional or unique contribution in achievement of unit, department, and university objectives 	<ul style="list-style-type: none"> Always achieves performance expectations and frequently exceeds them Demonstrates performance of a very high level of quality Significantly contributes to the success of the services and projects they support 	<ul style="list-style-type: none"> Consistently fulfills performance expectations and <i>periodically</i> may exceed them Work is of high quality in all significant areas of responsibility Any performance concerns are resolved through coaching, feedback, and self initiative 	<ul style="list-style-type: none"> The employee's work does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved A performance improvement plan is to be discussed and agreed to by the employee and the supervisor Failure to demonstrate improvement may result in additional action 	<ul style="list-style-type: none"> The employee's work is below the basic requirements and immediate and continued improvement is required A performance improvement plan is to be discussed and agreed to by the employee and the supervisor Continued failure to show improvement may result in additional action

University Core Expectations - ASU Management

Creates a Culture of Service to Students and Colleagues	Sets the Standard for Trust, Integrity, Transparency	Develops Staff and Fosters Teamwork	Executes Strategies to Get Results	Decision Making and Accountability	Cultivates Intellectual and Cultural Diversity	Fiscal Responsibility, Process Improvement, Sustainability
<ul style="list-style-type: none"> Promotes exemplary service and sets a precedent for others Sets high standards for quality and accuracy within department 	<ul style="list-style-type: none"> Acts with integrity to foster trust and build cooperative relationships Takes personal responsibility for one's actions Follows through on commitments and agreements 	<ul style="list-style-type: none"> Provides coaching and resources to help team members develop their professional skills to fulfill university needs Identifies employees' strengths/weaknesses and provides feedback to improve and enhance team performance 	<ul style="list-style-type: none"> Conducts ongoing strategic analyses to guarantee programs achieve identified goals Is a self-starter who actively sets and achieves goals beyond what is required 	<ul style="list-style-type: none"> Holds self and others accountable for delivering on commitments/standards through assigning clear authority and decision making Seeks opportunities to achieve results, no matter what roadblocks occur 	<ul style="list-style-type: none"> Promotes a culture of inclusion by building a diverse team and embracing a variety of perspectives 	<ul style="list-style-type: none"> Is accountable for fiscal controls within department Seeks strategies to improve internal processes Participates in and encourages team to support the university's sustainability programs