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| **Affiliate ID:** |  | | | | | | **Performance period:** | |  | | | | **Evaluation date:** |  |
| **Employee name:** | | | |  | | | | | | | **Position title:** |  | | |
| **Supervisor:** | |  | | | | | | | | | **Department:** |  | | |
| **Type of review:** | | |  | |  | **Annual** | |  | | **Other Please describe:** | | | | |
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| **Important:** Review the evaluation rating chart and university core expectations on page two before filling out this form. | | | |
| **Department** | Results:Summarize the employee’s performance against core job duties, projects and defined goals for the review period. Please list examples. | | |
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| Enter performance results rating 1 2 3 4 or 5: | |  | A rating of five is high, and a rating of one is low. |
| **Core expectations: How results were accomplished – behaviors.** | | | |

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| **Universi**  **t**  **y** | **Core expectations for staff** | | **Rating** | | **Supervisor comments** | | | | | | | |
|  | |  | | Required comments for ratings five and one. It is recommended for ratings four, three or two. | | | | | | | | |
| 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. | |  | |  | | | | | | | | |
| Enter core expectations rating 1 2 3 4 or 5: | | | | | | | | |  | A rating of five is hight, and a rating of one is low. | | | | |
| **Final overall evaluation — leader’s summary comments.** | | | | | | | | | | | | | | |
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| Enter overall rating 1 2 3 4 or 5: | | | | | |  | A rating of five is high, and a rating of one is 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** | **Planning for the next 12 months.** | | | | | | | | | | | | | |
| Performance — core job duties, expectations, standards and defined goals. | | | | | | | Professional development — growth in place or for advancement. | | | | | | |
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|  | **Employee comments** |  | Concur |  | Do not concur |  | |
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| **Employee signature:** |  | **Date:** |  | **Date entered into PeopleSoft:** | |  | **Attachments, yes or no:** | | |  |
| **Supervisor signature:** |  | **Date:** |  | **Management review:** |  | | | **Date:** |  | |

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| **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.** | |
| * Demonstrates exceptional quality of work in all essential areas of responsibility. * **Consistently** exceeds performance expectations. * Almost always makes an exceptional or unique contribution in achievement of unit, department and university objectives. | | | * Demonstrates performance of a **very** high level of quality. * Consistently fulfills performance expectations and **frequently** exceeds them. * Significantly contributes to the success of the services and projects they support. | | | * Work is of high quality in all significant areas of responsibility. * Consistently fulfills performance expectations and **periodically** may exceed them. * Any performance concerns are resolved through coaching, feedback and self initiative. | | | * The employee’s work does not consistently meet the job requirements of the position. While the employee may have performed acceptably in some areas, job performance needs to be improved. * For a “results” or “overall” rating of two, a performance improvement plan is recommended. A PIP is not needed for a two rating in a core competency. * Coaching from the supervisor is recommended. | | | | * 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 Managers** | | | | | | | | | | | | | | | |
| **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.** |
| * Promotes exemplary service and sets a precedent for others. * Sets high standards for quality and accuracy within department.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [**Service training**](https://cfo.asu.edu/service.asu.edu)  [**Service expectations**](https://cfo.asu.edu/hr/documents/SunDevilService) | | * Acts with integrity to foster trust and build cooperative relationships. * Takes personal responsibility for one’s actions. * Follows through on commitments, agreements. * Ensures employees complete required safety training and performs job functions in compliance with ASU health and safety policies.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_[**Safety training**](https://cfo.asu.edu/ehs-training)  [**Safety expectations**](https://www.asu.edu/hr/documents/Safetybehaviors_staff.pdf) | | | * Provides coaching and resources to help team members develop their professional skills to fulfill university needs. * Identifies employees’ strengths or weaknesses and provides feedback to improve and enhance team performance. | | | * Conducts ongoing strategic analyses to guarantee programs achieve identified goals. * Is a self-starter who actively sets and achieves goals. | | * Holds self and others accountable for delivering on commitments and  standards through assigning clear authority and decision making. * Seeks opportunities to achieve results, no matter what roadblocks occur. | | * Promotes a culture of inclusion by building a diverse team and embracing a variety of perspectives. | | | * 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.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [**Sustainability expectations**](https://www.asu.edu/hr/documents/sustainabilityexpectations.pdf) |