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| **Affiliate ID:** |  | | | | | | **Performance period:** | |  | | | **Evaluation date:** |  |
| **Employee name:** | | |  | | | | | | | **Position title:** |  | | |
| **Supervisor:** | |  | | | | | | | | **Department:** |  | | |
| **Type of review:** | | | |  |  | **Annual** | |  | **Other** (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, professional development and defined goals for the review period. Please list examples. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Enter performance 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.** | | | | | | | | | | | | | | | | |
| **University** | **Core expectations for staff** | | **Rating** | | **Supervisor comments** | | | | | | | | | |
|  | |  | | Comments are requiredfor ratings one or five. It is recommended for ratings four, three or two. | | | | | | | | | | |
| **Service-oriented, positive attitude, helpful** | |  | |  | | | | | | | | | | |
| **Trustworthy, adheres to ethics and compliance standards** | |  | |  | | | | | | | | | | |
| **Collaborative, team-oriented** | |  | |  | | | | | | | | | | |
| **Productive, commitment to ASU** | |  | |  | | | | | | | | | | |
| **Flexible, adaptable** | |  | |  | | | | | | | | | | |
| **Respectful communicator** | |  | |  | | | | | | | | | | |
| **Resourceful, committed to sustainability** | |  | |  | | | | | | | | | | |
| Enter core expectations rating — 1 2 3 4 5: | | | | | | | |  | | | A rating of five is high, and a rating of one is low. | | | | | |
| **Final overall evaluation — leader’s summary comments** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| Enter an 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 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.** | | |
| * **Consistently** exceeds performance expectations. * Demonstrates exceptional quality of work in all essential areas of responsibility. * Almost always makes an exceptional or unique contribution in achievement of unit, department and university objectives. | | | * Consistently fulfills 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. | | | * 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. * 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 Staff** | | | | | | | | | | | | | | | | |
| **Service-oriented,  positive attitude, helpful.** | | **Trustworthy, adheres  to ethics and compliance standards.** | | | **Collaborative,  team-oriented.** | | | **Productive,  commitment to ASU.** | | **Flexible, adaptable.** | | **Respectful communicator.** | | | | **Resourceful, committed  to sustainability.** |
| * Provides exceptional service by distributing accurate, useful information that supports university objectives. * Holds self and others to a high standard of quality and service.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Service training](https://service.asu.edu/blog/sun-devil-service-workshops)  [Service expectations](https://service.asu.edu/content/about) | | * Demonstrates integrity under all circumstances. * Adheres to university standards of ethics and compliance.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_[Safety training](https://cfo.asu.edu/ehs-training)  [Safety expectations](http://www.asu.edu/hr/documents/Safetybehaviors_staff.pdf) | | | * Works effectively with others, both inside and outside the university, to accomplish university goals. | | | * Improves university effectiveness by finding creative solutions that increase access to educational resources. * Identifies and resolves problems and otherwise advances university mission. | | * Welcomes and adjusts quickly to change. * Remains flexible and productive at all times. | | * Expresses ideas clearly and adjusts communications to the intended audience. * Recognizes the need to communicate effectively with diverse faculty,  staff and students throughout the university. | | | | * Actively seeks, acquires and promptly applies new knowledge and skills to support university goals. * Is aware of and supports the university’s sustainability programs.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Sustainability expectations](http://www.asu.edu/hr/documents/sustainabilityexpectations.pdf) |