|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** – Performanceexpectations fulfilled. | **2** – Inconsistently fulfills performance expectations. | **1** – Fails to meetperformance 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 meetperformance 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.

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* Adheres to university standards of ethics and compliance.

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 | * 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.

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