

Affiliate ID: _____ Performance period: _____ Evaluation date: _____
 Employee name: _____ Position title: _____
 Supervisor: _____ Department: _____
 Type of review: _____ Annual _____ Other (describe): _____

Important: Review the Evaluation rating chart and University core expectations (p. 2) before filling out this form.

Results Summarize the employee’s performance against core job duties, projects, professional development and defined goals for the review period. Use examples or bullet points.

Department

Enter results rating (low) 1 2 3 4 5 (high): (If weighted, please describe.)

Core expectations (How results were accomplished - behaviors)

University	Core expectations for staff	Rating	Weight (opt.)	Supervisor comments
				Required for rating 5, 1 Recommended for rating 4, 3, 2
	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 (low) 1 2 3 4 5 (high): (If weighted, please describe.)

Final overall evaluation (Leader’s summary comments)

Enter an overall rating (low) 1 2 3 4 5 (high): _____ (If weighted, please describe.)

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 (next 12 months)	
	Performance (core job duties, expectations, standards and defined goals)	Professional development (growth in place or for advancement)

Employee comments		Concur		Do not concur

Employee signature: _____ Date: _____ Date entered into PeopleSoft: _____ Attachments (Yes/No): _____
 Supervisor signature: _____ Date: _____ Management review: _____ Date: _____

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 Almost always makes an exceptional or unique contribution in achievement of unit, department and university objectives 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 2, a performance improvement plan (PIP) is recommended; a PIP is not needed for a 2 rating in a core competency Coaching from the supervisor is recommended 	<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 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
<ul style="list-style-type: none"> Provides exceptional service by distributing accurate, useful information that supports university objectives Holds self and others to a high standard of quality and service <p>Service Training Service Expectations</p>	<ul style="list-style-type: none"> Demonstrates integrity under all circumstances Adheres to university standards of ethics and compliance <p>Safety Training Safety Expectations</p>	<ul style="list-style-type: none"> Works effectively with others, both inside and outside the university, to accomplish university goals 	<ul style="list-style-type: none"> Improves university effectiveness by finding creative solutions that increase access to educational resources Identifies and resolves problems and otherwise advances university mission 	<ul style="list-style-type: none"> Welcomes and adjusts quickly to change Remains flexible and productive at all times 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Actively seeks, acquires and promptly applies new knowledge and skills to support university goals Is aware of and supports the university's sustainability programs <p>Sustainability Expectations</p>