|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Affiliate ID: |  | Performance period: |  | Evaluation date: |  |
| Employee: |  | Position title: |  |
| Supervisor: |  | Department: |  |
| Type of review: |  | \_\_\_\_\_ | Annual | \_\_\_\_ Other (describe) | Affiliate ID:  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Department** | **Results** (What was accomplished)Summarize your performance for the review period. Use examples or bullet points. |
| Job dutiesSpecial projectsAnnual goalsProfessional development |
| **Core expectations (How results were accomplished - behaviors)** |
| **Universi****ty** | **Core expectations for managers** |
|  |  |
| **Creates a culture of service to students and colleagues*** Promotes exemplary service and sets a precedent for others
* Sets high standards for quality and accuracy within department

(**Sun Devil Service**) |  |
| **Sets the standard for trust, integrity, transparency*** 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 training and perform job functions in compliance with ASU policies ([**Safety training**](https://cfo.asu.edu/ehs-training)**,** [**Safety Expectations**](http://www.asu.edu/hr/documents/Safetybehaviors_staff.pdf)**,** [**Service Training**](http://links.asu.edu/sundevilservice))
 |  |
| **Develops staff and fosters teamwork*** 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
 |  |
|  | **Executes strategies to get results*** Conducts ongoing strategic analyses to guarantee programs achieve identified goals
* Is a self-starter who actively sets and achieves goals
 |  |
|  | **Decision making and accountability*** Holds self and others accountable for delivering on commitments andstandards through assigning clear authority and decision making
* Seeks opportunities to achieve results, no matter what roadblocks occur
 |  |
| **Cultivates intellectual and cultural diversity*** Promotes a culture of inclusion by building a diverse team and embracing a variety of perspectives
 |  |
| **Fiscal responsibility, process improvement, sustainability*** 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)**)**
 |  |
| **Focus** | **Planning (next 12 months)** |
| **Performance (core job duties, projects and defined goals)** | **Development (plans, expectations and resources).** |
|   |  |