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

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| **Department** | **Results** (What was accomplished)Summarize your performance for the review period. Use examples or bullet points. | | |
| Job duties  Special projects  Annual goals  Professional 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 and standards 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).** |
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