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| **Affiliate ID:** |  | | | | | | **Performance period:** | |  | | | | | |  |  |
| **Employee:** | |  | | | | | | | | | **Position title:** | | |  | | |
| **Supervisor:** | | |  | | | | | | | | **Department:** | | |  | | |
| **Type of review:** | | | |  |  | **Annual** | |  | | **Probationary** | | **Affiliate ID:** | |  | | |
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| **Important:** Review the **University core expectations** (p. 2) as you fill out this form. | | |
| **Department** | **Results** (What was accomplished)Summarize your performance for the review period. Use examples or bullet points. | |
| Job duties  Special projects  Professional development  Annual goals | |
| **Core expectations (How results were accomplished - behaviors)** | | |
| **University** | **Core expectations for staff** | |
|  | |
| **Service-oriented, positive attitude, helpful**   * Provides exceptional service by distributing accurate, useful information that supports university objectives * Holds self and others to a high standard of quality and service   ([**Sun Devil Service**](https://service.asu.edu/content/about)**)** |  |
| **Trustworthy, adheres to ethics and compliance standards**   * Demonstrates integrity under all circumstances * Adheres to university standards of ethics and compliance * Performs all job duties and functions in compliance with all ASU policies and completes all required training   ([**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)) |  |
| **Collaborative, team-oriented**   * Works effectively with others inside and outside the university to accomplish university goals | ­­ |
| **Productive, commitment to ASU**   * Improves university effectiveness by finding creative solutions that increase access to educational resources * Identifies and resolves problems and otherwise advances university mission |  |
| **Flexible, adaptable**   * Welcomes and adjusts quickly to change * Remains flexible and productive at all times |  |
| **Respectful communicator**   * 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 |  |
| **Resourceful, committed to sustainability**   * 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)**)** |  |

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| **Focus** | **PLANNING (next 12 months)** | | |
| **Performance (core job duties, projects and defined goals)** | **Development (plans, expectations and resources)** | |
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