|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 dutiesSpecial projectsProfessional developmentAnnual 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)**)** |  |

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