**School of Veterinary Medicine**

**Academic & University Staff Performance Evaluation Form**

**Employee Name***:* **Title***:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date***:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation Period***:* From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment type*:*** \_\_\_\_\_ Academic Staff \_\_\_\_ University Staff \_\_\_\_ Limited

**Check one:** \_\_\_\_ Probationary Evaluation **\_\_\_\_** Goal-Setting Session **[Complete PART I & II - Sections A & B**]\* **\_\_\_\_** Annual Evaluation [**Complete All PARTs]**

***\*Goal-Setting Form is retained by Supervisor (copy to Employee) for use in the Annual Evaluation Session***

**PART I: JOB FUNCTIONS AND PERFORMANCE STANDARDS**

Describe the job functions / duties for this position for the evaluation period. For each function, describe the expectation or standard of performance. Indicate any changes since the last evaluation. Indicate the level of performance met in Results section during annual evaluation session.

**1 = Failed to Meet Expectations 2 = Partially met expectations 3 = Met Expectations 4 = Exceeded Expectations 5 = Exceptional Performance**

|  |  |  |
| --- | --- | --- |
| **Section A: Job Function / Duties** | **Section B: Performance Standards / Expectations** | **Results** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| 1 | ***Example:*** Communications with others. | ***Example:*** *Voice mails are responded to within the same day. Emails are acknowledged within one day. Written communications are clear and concise. Interactions are perceived as positive and helpful.* |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |

Describe any particular areas of the job functions where the employee has excelled, could further develop, and/or needs significant improvement.

**PART II: GOALS**

The employee and supervisor should establish goals at the beginning of the evaluation period, including expected outcomes. Indicate the performance measures, timelines and resources associated with each goal.

Goals can be projects to make progress on or complete, job functions or behaviors to be improved, and/or skills and practices that could be further developed. All goals should be consistent with department and University goals. Indicate the performance level met for this particular evaluation period in annual session.

**1 = Failed to Meet Expectations 2 = Partially met expectations 3 = Met Expectations 4 = Exceeded Expectations 5 = Exceptional Performance**

|  |  |  |
| --- | --- | --- |
| **Section A: Goal Description** | **Progress Report** | **Results** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| 1 | ***Example:*** *Improve timeliness in completion of departmental budget reports so that there are no missed deadlines in this appraisal period. Develop an organizational system for documents on your desk with clear labels, with instructions for others to utilize when you are out of the office.* | ***Example:*** *Jason has established an organizational system for his work. The documentation, although complete, is sometimes confusing. I provided suggestions for improvement.* |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |

**PART III: BEHAVIORS FOR SUCCESS**

Indicate the level of performance met for each of the following behaviors in annual evaluation session.

**1 = Failed to Meet Expectations 2 = Partially met expectations 3 = Met Expectations 4 = Exceeded Expectations 5 = Exceptional Performance**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Commitment to the job** | **Comments** | **1** | **2** | **3** | **4** | **5** |
|  | * Grasps the job to be done. * Meets schedules and deadlines. * Shows initiative, anticipates needs, and takes appropriate action to make things better. * Is accurate and avoids careless mistakes * Shows an appropriate sense of urgency in completing work and addressing the needs of others. * Is dependable and reliable. |  |  |  |  |  |  |
| **2** | **Commitment to fostering a respectful, effective and collegial work environment** | **Comments** | **1** | **2** | **3** | **4** | **5** |
|  | * Is tactful, honest, and respectful in communications. * Shows respect for individual differences (lifestyle, behavior, abilities, attitudes, values, and views). * Provides and accepts guidance and coaching. * Is approachable and accessible; maintains cooperative work relationships. * Deals constructively, discreetly and directly with conflict. * Supports a positive work environment. |  |  |  |  |  |  |
| **3** | **Commitment to the mission of the University and work unit** | **Comments** | **1** | **2** | **3** | **4** | **5** |
|  | * Makes good decisions that are consistent with the university’s, school’s, and work unit’s mission. * Uses resources appropriately (other staff, central campus, etc.) * Helpful to others in solving problems and achieving common goals. * Develops skills to do job well. |  |  |  |  |  |  |
| **4** | **Positive approach to change and improvements** | **Comments** | **1** | **2** | **3** | **4** | **5** |
|  | * Demonstrates receptiveness to new ideas and approaches. * Is flexible in methods of work completion. * Shows a willingness to try new methods; takes advantage of learning opportunities. * Offers constructive solutions for making effective changes |  |  |  |  |  |  |
|  | ***This section to be completed in evaluating employees who supervise others:*** | **Comments** | **1** | **2** | **3** | **4** | **5** |
|  | • Manages employee performance throughout the year and provides frequent feedback.  • Empowers others to make decisions and suggest changes.  • Addresses conflict and brings to a constructive conclusion  • Leads in a way that promotes a positive work environment. |  |  |  |  |  |  |

**PART IV: ADDITIONAL PERFORMANCE INFORMATION**

List accomplishments not already discussed in previous sections. List training and development opportunities participated in during this evaluation period. List possible opportunities for next evaluation period. List any feedback that would assist the employee reaching goals and assist in the behaviors listed for success. Or provide documentation from employee regarding resources for success and how management can assist in reaching their goals.

**PART V: OVERALL EMPLOYEE PERFORMANCE RESULTS**

Considering information from all sections of the evaluation or customer input, select the best description of the employee’s performance during this evaluation period.

**\_\_\_\_ (1) Failed to meet expectations**

Achieves some goals and meets expectations for some job functions, but does not achieve all at a level consistent with experience or appropriate to the area’s needs; AND/OR demonstrates some behaviors necessary for success, but may need significant improvements in others; AND/OR seeks to learn and grow, but achievements are not as expected.

**\_\_\_ (2) Partially met expectations**

**\_\_\_ (3) Met expectations**

Participates in setting goals and achieves expected outcomes; AND reliably meets or exceeds expectations for job functions; AND at a minimum, meets expectations in all behaviors necessary for success; AND continues to learn and grow in job, looking for new and more effective approaches and methods to enhance own skills.

**\_\_\_ (4) Exceeded expectations**

**\_\_\_ (5) Exceptional performance**

Participates in setting challenging goals and often exceeds expected outcomes; AND consistently performs at a level exceeding expectations for most or all job functions, including taking on responsibilities outside of basic job expectations; AND consistently exceeds behaviors necessary for success and acts as a role model for others.

**SIGNATURES**

***\*\*\* Goal setting form is retained by Supervisor (copy to Employee) for use in Annual Evaluation Session\*\*\****

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**Supervisor Signature Date signed (Goal Setting Session)**

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**\*Employee Signature Date signed (Goal Setting Session)**

**Once the annual evaluation is completed and signed, the Supervisor and Employee should complete a new evaluation form for the next evaluation cycle.**

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**Supervisor Signature Date signed (Annual Evaluation Session)**

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**\*Employee Signature Date signed (Annual Evaluation Session)**

Employee comments *(optional):*

\_\_\_ I wish to attach additional information [*Submit to SVM Human Resources Office within 30 days]*

\_\_\_ I do not wish to attach additional information.

\*I understand that my signature indicates that I have reviewed and discussed this evaluation with my supervisor and have either received or will receive a copy of this form. My signature does *not* necessarily imply my agreement with this evaluation.

**This signed form must be submitted annually to the employee’s departmental office, where it will retained in the employee’s personnel file.**