

**Performance Program**

Professional Staff

Period of Time Covered by Performance Evaluation

**From To**

(Example 2/1/05) (Example 1/31/06)

**(NOT TO EXCEED ONE YEAR)**

| **Name** | **Official State Title** | **Department** |
| --- | --- | --- |
| **Professional Rank****[ ]** SL-1 [ ]  SL-4**[ ]** SL-2 [ ]  SL-5**[ ]** SL-3 [ ]  SL-6 | **Current Appointment Term****[ ]**  Term [ ]  Permanent[ ]  Probationary [ ]  Temporary | **Person Number** |

**[ ]** Within first month of initial appointment

**[ ]** For annual evaluation and reappointment

[ ]  Updated due to change in supervisor

[ ]  Updated/Modified due to a change in duties & responsibilities

| **Supervisor Signature\*\*** | **Print Name** | **Date** |
| --- | --- | --- |
| **Employee Signature\*** | **Employee Title** | **Date** |

**\*Acknowledges receipt of Performance Program**

**\*\*The final version of a Performance Program should be the result of consultation and a collaborative discussion between the employee and the supervisor. Any employee who would like to submit additional comments about the performance program, may send them to University Human Resources within 10 days of receipt of the final version of this document.**

| **Duties & Responsibilities** | **Evaluation Criteria/Specific Performance Measures** |
| --- | --- |
| Insert Performance Program Duties/Responsibilities: | Describe the specific ways in which we will differentiate successful performance. |
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**SECTION 1: JOB DUTIES AND RESPONSIBILITIES**

**[ ]** Additional duties and responsibilities with evaluation criteria/specific performance measures attached.

| **JOB KNOWLEDGE/POTENTIAL** * Possesses the competence, knowledge and experience to perform the job effectively and efficiently
* Applies technical and procedural knowledge to get the job done
* Continuously expands job knowledge and keeps abreast of new developments
* Displays innovation
 | **INTERPERSONAL RELATIONS/SKILLS** * Cooperative, considerate and tactful in dealing with customers, co-workers and the public
* Gains confidence and trust of others
* Exhibits appropriate sensitivity to others
* Works effectively with others on a team
 |
| --- | --- |
| **RELIABILITY AND COMMITMENT** * Consistently meets deadlines
* Responsive
* Able to juggle competing priorities without sacrificing quality/accuracy
* Demonstrates commitment to unit and University goals
* Can be trusted to follow through on commitment
 | **COMMUNICATION** * Clearly and convincingly expresses thoughts, ideas or facts orally and in writing
* Responds appropriately to both written and oral directives
* Insures clear, timely communications to others
* Builds effective formal and informal communication channels
 |
| **JUDGMENT/ACCOUNTABILITY*** Uses good judgment and follows up
* Anticipates and identifies problems and helps to bring about resolutions
* Is open to or offers different solutions
* Determines what to handle independently and what to refer
* Is accountable and takes responsibility for own decisions and actions
 | **CUSTOMER SERVICE** * Provides quality service to customers
* Seeks feedback from internal and external customers
* Anticipates customer needs
* Continuously searches for ways to increase customer satisfaction
 |
| **MANAGEMENT/SUPERVISION** * Visualizes, creates, communicates and sustains a positive environment
* Delegates appropriately
* Promotes teamwork and cooperation
* Effectively motivates, coaches, develops and evaluates subordinates
 |  |

**SECTION 2: GENERAL COMPETENCIES** – employees will also be evaluated on the following competencies:

**SECTION 3: GUIDANCE FOR PROFESSIONAL DEVELOPMENT AND JOB GROWTH**

**SECTION 4: SUPERVISORY AND FUNCTIONAL RELATIONSHIPS**

| Indicate supervisory/direct reporting relationships (i.e. Organizational Chart) |
| --- |
| Indicate functional relationships (i.e. work groups, committees, joint projects)  |

**SECTION 5: SECONDARY SOURCE CONSULTATION**

Identify individuals, departments, other offices, or agencies which are involved with the performance of the employee and may be consulted as part of the evaluation process.