

INSTRUCTIONS FOR COMPLETING THE STAFF PERFORMANCE REVIEW FORM

The performance review form is the tool that is used by both the employee and his/her supervisor to formally document job performance and position accomplishments. The following instructions are intended to provide guidance for completing the form.

Employee Instructions:

Overall Process:

This form has been sent to you via email. Before you start populating the form, please save it as a word document. Once you have done that, please exit the email, open the saved word document and populate the form on the saved word document. If you attempt to complete the form as attached to this email, your input may not be saved. If you have questions as to how to save the form as a word document, please contact Donna Rauch at x2616 or Steve Rose at x2774.

Page 2- Page 4 Part I: Core Competencies – Skills, Knowledge and Abilities

In this section, you will describe how you performed the “Core Competencies” of your job, those fundamental job skills, knowledge, abilities and functions that are critical to the performance of your job duties and contributions to the University.

1. Review each of the 5 Core Competencies that will be used to measure your job performance (each is highlighted on the form in blue).
2. After each Core Competency under “Examples” (each is highlighted on the form in grey), list specific tasks or activities you completed which demonstrate your job performance in relation to the Core Competency.
3. If you supervise employees, you also will need to complete the “Supervisors Only” competencies on pages 3 and 4.
4. Feel free to copy and paste additional pages into the document as needed.

Page 4 – Page 5 Part II: Goal Accomplishments

In this section, you will identify how well you performed in relation to the goals previously outlined and established in conjunction with your supervisor for the past fiscal year (FY2010).

1. Please list after the term “Performance Goal” (highlighted in blue) each goal that was previously set for you to attain during this review period.
2. Under the “Accomplishment” section for each performance goal (highlighted in grey), state whether or not the goal was achieved. Also include the major tasks or activities you undertook to accomplish or in furtherance of the goal.
3. Feel free to copy and paste additional pages into the document as needed.

Page 5 – Page 6 Part III: Planning For Next Meeting – Goals For Next Fiscal Year

In this section, you and your supervisor will identify key individual and departmental performance goals to accomplish in the next review period (FY2011). As to timing, you and your supervisor may do this at this stage, at a group meeting or retreat, or at the time you meet for your review.

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The University has established two campus-wide goals for all employees to accomplish in the next review period: “Demonstrated Growth in Diversity/Inclusion” and “Demonstrated Commitment to Advance the Mission and Values of the University to Students and Alumni”. An explanation of how to arrive at specific tasks and expectations to achieve these goals is contained in the document. For these and any other goals set with your supervisor:

1. Please list each goal after “Performance Goal” on pages 6 and 7 (highlighted in blue).
2. Identify the time frame for completion of each goal.
3. Determine the weight or importance of the goal to your overall department and your personal performance.
4. Feel free to copy and paste additional pages in the document as needed.

*After you have completed Part I and Part II, please e-mail the completed form to your Supervisor by **August 30, 2010**. There is no need for you to sign the form until you meet with your supervisor to obtain his or her feedback. Please direct any questions on the process to Donna Rauch at x2616 or Steve Rose at x2774. Thank you for your active participation in this process.*