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| St. Cloud State University LogoPERFORMANCE EVALUATION FOR **CLASSIFIED EMPLOYEES** |
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| **NAME:** |       | **POSITION:** |       |
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| **SUPERVISOR:** |       | **CURRENT REVIEW PERIOD:** |       |
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| EVALUATE EMPLOYEE BASED ON PREVIOUS YEAR |

**EVALUATION OF PRIMARY RESPONSIBILITIES**

Rating Code: DS = Does Not Meet Standards BS = Below Standards MS = Meets Standards

 ES = Exceeds Standards FS = Far Exceeds Standards

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| **Indicate responsibility based on employee's position description. Attach additional sheets if necessary.** | **DS** | **BS** | **MS** | **ES** | **FS** |
| **Responsibility #1:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #2:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #3:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #4:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #5:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #6:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #7:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #8:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #9:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **Responsibility #10:** |       | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Comments related to the performance of any of the above responsibilities. Please be specific regarding events, activities, or behaviors related to each responsibility as it relates to the performance rating. *Ratings of DS, BS and FS require specific documentation or comments.* Attach additional sheets if necessary.** |
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**EVALUATION OF KEY COMPETENCIES**

The success of SCSU is significantly dependent upon each employee demonstrating the following attributes as a part of our daily operation. Please evaluate how the employee is meeting the general definition/Standards outlined in each area. Include specific comments and examples if necessary. The standards may be modified to fit departmental objectives.

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| **Rating Code: DS = Does Not Meet Standards BS = Below Standards** MS = Meets Standards ES = Exceeds Standards FS = Far Exceeds Standards**If any of the competencies listed do not apply to this position, indicate NA.** | **DS** | **BS** | **MS** | **ES** | **FS** | NA |
| **1.Customer Service:** Demonstrates the importance of customer satisfaction. Consistently anticipates and meets customer expectations. Builds effective working relationships with both internal and external customers. Promotes the University. Represents SCSU in a professional manner. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **2. Continuous Quality Improvement:** Strives for improvement. Takes initiative to learn and use new work processes. Seeks ways to improve current processes or procedures. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **3. Integrity and Ethics:** Gains confidence and respect of others in one or more of the following ways: Meets commitments; openly discusses issues and opportunities; listens and responds with integrity; displays principled decision-making on a consistent basis. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **4. Technical Job Knowledge/Skills:** Strives to stay technically current in their field to effectively perform job responsibilities and contribute to the success of the University. Anticipates learning needs and takes initiative toward professional development activities. Displays effective problem-solving skills offering results-oriented suggestions. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **5. Motivation and Initiative:** Demonstrates ownership and accountability for accomplishing department/division objectives. Displays initiative toward continuous learning. Sets and communicates high expectations for self and/or others. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **6. Reliability/Dependability:** Consider attendance, punctuality, completing work on time, working in absence of direct supervision, using good judgment. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **7. Creating and Managing Change:** Visualizes improved performance/service, identifies steps to reach new goals, and takes managed risks. Responds with openness and flexibility to change; participates in developing new processes; demonstrates willingness to be a change agent by promoting new approaches and responding to others' concerns and/or ideas. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **8. Mutual Respect and Diversity:** Seeks varied viewpoints and experiences. Displays empathetic listening skills and respects individual differences. Displays and promotes mutual respect among co-workers. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **9. Teamwork:** Understands the importance of teams and promotes effective teamwork by ensuring involvement from appropriate individuals and supporting team processes and decisions. Continuously improves own skills in team effectiveness and assists others. | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Comments/Observations related to performance and behaviors as they relate to the Key Competencies identified above. *Note: Ratings of DS, BS or FS require specific documentation and/or comments.*** |
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PERFORMANCE/IMPROVEMENT GOALS (when applicable)

List and define goals directly related to primary job responsibilities that the employee should meet throughout the next appraisal period. There should be input by the employee and the supervisor in this process with the supervisor making any final decisions. ***NOTE: Responsibilities and/or Competencies that were rated DS or BS must identify specific goals and action steps for improvement.*** Attach additional sheets if necessary.

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| **GOAL 1:** |       |

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| **GOAL 2:** |       |

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| **GOAL 3:** |       |

**ACTION PLAN:**

Define the action plan to meet the above mentioned goals. These actions should be specific, achievable, measurable and time bound.

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| **Action Steps for Goal 1:** |       |

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| **Action Steps for Goal 2:** |       |

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| **Action Steps for Goal 3:** |       |

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**POSITION DESCRIPTION:**  Each employee's position description should be revised each year if the position changes. The position description should be reviewed and modified at least every three years in its entirety. A copy of the employee's revised or rewritten position description should be submitted to the Human Resources Office with a copy of this review form. The current position description is:

 [ ]  an accurate reflection of the current responsibilities and performance standards.

 [ ]  revised to reflect changes in the position.

 [ ]  rewritten because it is three years old or the position has changed substantially since the previous review.

**OVERALL RATING:** This employee's overall performance:

[ ]  Does Not Meet Standards [ ]  Exceeds Standards

[ ]  Below Standards [ ]  Far Exceeds Standards

[ ]  Meets Standards

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| **Employee Comments:**  |

**Signature of Rater: Date:**

(I have completed the above evaluation.)

**Signature of Rater's Supervisor: Date:**

(I have reviewed and concur with the above evaluation)

**Signature of Employee: Date:**

(I have read the above evaluation. By signing, I am not necessarily indicating agreement.)

***Note to Supervisor:* Please retain one copy for yourself and provide the employee with a copy. Submit the original to the Human Resources Department for placement in the employee’s personnel file.**

**PERFORMANCE RATINGS**

Please use the following performance ratings in completing your evaluation. The ratings apply to individuals experienced in their assignments.

**FAR EXCEEDS STANDARDS (FS):** Consistently exceeds job requirements, demonstrating mastery of all key responsibilities. Displays an exceptionally high level of productivity, quality results and adds value to work performed. Demonstrates creativity and the ability to make independent decisions. Contributions extend beyond their position adding value to the overall University.

**EXCEEDS STANDARDS (ES):** Employee exceeds job requirements/performance standards and objectives in several areas. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Offers and seeks more efficient methods to perform work. Initiates recommendations and solutions.

**MEETS STANDARDS (MS):** Indicates employee is achieving satisfactory performance. Achieves job requirements/performance standards and objectives. Some improvement may be required in one or more areas. Displays an acceptable level of productivity and quality results. Follows recommendations and solutions.

**BELOW STANDARDS (BS): P**erformance is below standards; however, job requirements may be achieved in some areas. Does not consistently demonstrate basic comprehension and required skills for the position. Improvement is required in one or more areas. Requires additional direction and close supervision.

**DOES NOT MEET STANDARDS (DS):** Employee does not meet performance standards. Job requirements are not being achieved. Does not demonstrate basic comprehension and required skills for the position. Significant improvement is required. Requires consistent direction and constant supervision.