**STAFF PERFORMANCE REVIEW**

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| REVIEWEE NAME: | DEPARTMENT: |
| JOB TITLE/POSITION NUMBER: | REVIEWER NAME: |
| PERFORMANCE DEVELOPMENT CYCLE: FROM:       TO: | |

**Employee Section**

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| 1. Please describe how you are meeting the expectations of your position. |
| 1. Please describe what went really well this year. |
| 1. Please describe your effective interactions with others such as faculty, staff, students, parents, community members, etc. |
| 1. Please describe any challenges you are facing and what training, help, resources, etc. you need. |

**Supervisor Section**

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| **Interactions in and Contributions to the Work Environment**  **Example of things to consider: employee’s ability to communicate, provide customer service, work as a team, demonstrate interpersonal skills, share knowledge, work safely, ensure security, achieve the right results, show composure, flexibility, and judgment, address ambiguity, be reliable and dependable, be resourceful, demonstrate University wide perspective and understanding, and support diversity.** |
| **Summary Review of Interaction with Others:** Please provide comments regarding employee’s performance in this Job Success Factor: |

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| **Expertise**  **Example of things to consider: employee’s ability to problem-solve, provide accurate and quality work, demonstrate technical skills,** **and knowledge and efficient usage of available tools/techniques**. |
| **Summary Review of Expertise:** Please provide comments regarding employee’s performance in this Job Success Factor: |

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| **Leadership**  **Example of things to consider: employee’s ability to act as a role model, take ownership, take action, take initiative, create an enjoyable work environment, and when applicable manage and guide other employees.** |
| **Summary Review of Leadership:** Please provide comments regarding employee’s performance in this Job Success Factor: |

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| **Organizational and Administrative Effectiveness and Efficiency**  **Example of things to consider: employee’s ability to delegate, plan, organize, coordinate, make decisions, manage personnel, and provide effective feedback and development.** |
| **Summary Review of Organizational and Administrative Effectiveness and Efficiency:** Please provide comments regarding employee’s performance in this Job Success Factor: |

**Overall Rating**

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| **Use the combined information from the Job Success Factors to develop an Overall Rating.** |
| Please provide comments regarding employee’s overall performance: |

I have had the opportunity to review this document and discuss its contents with my reviewer. My signature acknowledges that I have been informed of my performance ratings but does not necessarily indicate agreement.

REVIEWEE SIGNATURE: DATE:

REVIEWER SIGNATURE: DATE:

**Reviewee may respond to the review in writing, if so desired. Responses must be attached to the review and forwarded to HRS.**