

**STATE SYSTEM OF HIGHER EDUCATION/CHEYNEY UNIVERSITY
PERFORMANCE EVALUATION REPORT FOR SUA EMPLOYEES**

Employee: _____

Type of Report:

Class Title: _____

Annual _____

Working Title: _____

Interim _____

Department: _____

Supervisor's Name: _____

Evaluation Period: _____

Employee's Primary Duties and Responsibilities (brief description):

This report includes four critical performance categories which are to be considered during performance review discussions. The categories include: organizational success, making people matter, effectiveness, supervisory skills. Each category has suggested performance factors which may be considered. The suggested factors are as follows:

- Organizational Success – teamwork/cooperation, customer orientation, commitment to continuous improvement, creativity/innovation, flexibility/adaptability to change, continuous learning/development, leadership/initiative;
- Making People Matter – respect for others, interpersonal skills, supports diversity and understands related issues, honesty/fairness, builds trust, recognizes others' achievements, understands others' perspectives, resolves conflicts constructively, positive attitude;
- Job Effectiveness – Planning/organizing, problem solving/judgment, makes effective decisions, takes responsibility, achieves results, communicates effectively, dependability, job/organizational knowledge, productivity, attendance, works independently
- Supervisory Skills – coaches/counsels/evaluates staff, identifies areas for and supports employee development opportunities, encourages teamwork and group achievement, leads change/achieves support of objectives, enables and empowers staff, strives to achieve staff at all levels, understands diversity issues and creates supportive environment for diverse employees

You may choose any of the suggested factors and add others depending on their applicability to the employee's development plan. Comments for each category that is rated outstanding, needs improvement or unsatisfactory must be documented.

Objectives should be defined by both the employee and the supervisor at the beginning of the evaluation period. The employee is then evaluated (at the end of the evaluation period) on the performance factors and objectives that have been defined.

Organizational Success

Performance Factors:

_____	_____
_____	_____
_____	_____

Objectives (immediate and long-term):

Rating: ___ Outstanding ___ Exceeds Expectations ___ Meets Standards
 ___ Needs Improvement ___ Unsatisfactory

Comments:

Making People Matter

Performance Factors:

_____	_____
_____	_____
_____	_____

Objectives (immediate and long-term)

Rating: ___ Outstanding ___ Exceeds Expectations ___ Meets Standards
 ___ Needs Improvement ___ Unsatisfactory

Comments:

Job Effectiveness

Performance Factors:

_____	_____
_____	_____
_____	_____

Objectives (immediate and long-term)

Rating: ___ Outstanding ___ Exceeds Expectations ___ Meets Standards
 ___ Needs Improvement ___ Unsatisfactory

Comments:

Supervisory Skills (if applicable)

Performance Factors:

_____	_____
_____	_____
_____	_____

Objectives (immediate and long-term)

Rating: ___ Outstanding ___ Exceeds Expectations ___ Meets Standards
 ___ Needs Improvement ___ Unsatisfactory

Comments:

