

2020 Performance Evaluation Manual Document Instructions

Part 1: To be Completed by Staff Member:

List Your Goals and Specific Job Responsibilities that tie into these goals for Calendar Year

2020:

List your top 2 to 5 goals completed during the period January 1, 2020 through December 31, 2020.

Please also include your specific job responsibilities that tie into these goals.

Comments:

Submit any comments or details regarding the work you performed during the period January 1, 2020 through December 31, 2020, which you would like to be considered when your performance is evaluated.

Staff Member's Signature/Date:

Sign and date the document indicating you completed the section.

Send to your Manager once completed

Send this to your Manager by no later than **Wed, December 16, 2020**.

Part 2: To be Completed by Manager.

To be signed by both Manager and Senior Manager.

Overall Performance Rating:

Rate the employee's performance for the period January 1, 2020 through December 31, 2020 in consideration of their major accomplishments and performance of their primary duties and responsibilities using one of the ratings below:

- 1 - Needs Improvement:** Does not meet departmental performance expectations on a consistent basis. Does not consistently demonstrate the knowledge, skills, and abilities required to perform the job. Meets some of the minimum position requirements. Performance may be uneven or inconsistent and must be improved. Immediate and sustained improvement is needed. A performance improvement plan is required. **After Sr. Mgr approval, if rating is a 1, Manager should route this document to HR Compensation for further review prior to sharing with Employee.**
- 2 - Generally Meets Expectations:** Generally meets established departmental performance expectations. Demonstrates the knowledge, skills and abilities that result in the effective performance of the position required. *Occasionally* may exceed expectations of the position.
- 3 - Achieved Expectations:** Meets established departmental performance expectations. Demonstrates the knowledge, skills and abilities that result in the effective performance of the position required. Meets deadlines. Frequently exceeds in one or more established job expectations.
- 4 - Exceeds Expectations:** Consistently exceeds departmental performance to a degree that is obvious to supervisor, customers, and peers. Consistently excels in demonstrating the knowledge, skills, and abilities that result in the effective performance of the position requirements. Consistently serves as a role model to others. *Truly outstanding level of contribution* (well beyond position requirements) during the entire performance period.
- 5 - Outstanding Performance:** This rare superior performance is beyond what other high achieving performers would produce and is seldom equaled by peers or colleagues. The individual is widely regarded as innovative or expert in their field by external and internal contacts. The employee made individual contributions within the review period well beyond goals set for their role and achieved outcomes that were widely recognized as having significant impact that produced a measurable fiscal or physical enhancement to the University. The contribution must be recognized, externally to the organization such as regionally, state-wide or nationally as establishing a new standard or business improvement that would be adopted by other higher education institutions. The achievements or accomplishments of the individual must be documented and verifiable. **After Sr. Mgr approval, if rating is a 5, Manager should route this document to HR Compensation for further review prior to sharing with Employee.**

Comments:

Provide a brief justification for the overall performance rating awarded.

Manager's Signature/Date:

Sign and date the document indicating you completed the section.

Forward document to Senior Manager by **Fri, January 29, 2021**.

Senior Manager's Signature/Date:

Sign and date the document indicating your approval of this review.

Return to Manager by **Fri, February 19, 2021**.

Performance Completion:

Managers: Upload a copy of the completed document to the staff member's 2020 electronic ePerformance document and assign the applicable rating in PASS by **Mon, March 8, 2021**.

Staff Member: _____ Empl ID: _____

Department: _____

Manager: _____

Part 1: To be Completed by Staff Member:

- List at least 2 and up to 5 Goals for Calendar Year 2020; please also include specific job responsibilities that tie into these goals.

- Comments:

Staff Member's Signature: _____

Date: _____

**2020 Staff Performance Evaluation
Manual Document**

Staff Member: _____ **Empl ID:** _____

Department: _____

Manager: _____

Senior Manager: _____

Part 2: To be Completed by Manager and signed by both Manager and Senior Manager:

Rating Scale:

- 1 – Needs Improvement
- 2 – Generally Meets Expectations
- 3 – Achieved Expectations
- 4 – Exceeds Expectations
- 5 – Outstanding Performance

Overall Performance Rating: _____

Comments:

Manager's Signature: _____

Senior Manager's Signature: _____

Date: _____