To be used for Mid Year and Year End Review

This is the Performance Management Review form for classified and IT employees at Ohio University. It is the policy of Ohio University that all employees receive a periodic performance evaluation from their immediate supervisor. Please refer to policies 40.005 Performance Evaluation Program Administrative Presidential Appointees and 40.042 Performance Evaluation Program Classified Employees for policy descriptions, guidelines and appeal procedures.

Employee's Name:

Title:  
Check One:  
Role:  
Department:  
Supervisor’s Name:  
Review Period:  
Date of Review:  

Part I - Accomplishments

List the goals and objectives as described in the planning meeting on the #PM2 form. Include key accomplishments and ongoing assignments which meet expectations/standards; areas of improvement; development of new skills; etc. Using the columns as a guide, indicate how you measured and defined success and progress towards established goals and objectives. Additional sheets may be attached. (For the Year-End Review refer also to the Mid-Year Review)
Part II - Ohio University Competencies
Part II lists the seven competencies expected of all employees. For a detailed description of the performance level for each competency, refer to http://www.ohio.edu/hr/comp/performance_mgmt/rating_examples.cfm

Please check the appropriate box for the rating that applies to each of the seven competencies. Comments should emphasize skills and behaviors that have contributed to an employee’s performance or areas for specific learning and development for performance improvement. "Falls Below" or "Exceeds" ratings MUST include supervisor's comments.

Customer Focus – Consistently Fully Meets the needs of internal and external customers.

☐ Falls Below Expectations ☐ Fully Meets Expectations ☐ Exceeds Expectations

COMMENTS
Supervisor:

Employee:

Teamwork – Collaborates within and across work groups, building and maintaining rapport and cooperation with co-workers to meet the needs of customers.

☐ Falls Below Expectations ☐ Fully Meets Expectations ☐ Exceeds Expectations

COMMENTS
Supervisor:

Employee:

Respect for Others – Demonstrates respect for people from a variety of ethnic, social and educational backgrounds by interacting in a civil and sensitive manner.

☐ Falls Below Expectations ☐ Fully Meets Expectations ☐ Exceeds Expectations

COMMENTS
Supervisor:

Employee:
**Performance Initiative** – Continuously takes self-motivated steps toward achieving organizational goals.

- Falls Below Expectations
- Fully Meets Expectations
- Exceeds Expectations

**COMMENTS**

**Supervisor:**

**Employee:**

**Application of Knowledge and Continuous Learning** – Effectively applies current knowledge and skills and keeps abreast of new knowledge and developments in one’s areas of responsibility.

- Falls Below Expectations
- Fully Meets Expectations
- Exceeds Expectations

**COMMENTS**

**Supervisor:**

**Employee:**

**Innovation and Managing Change** – Readily adapts to change, demonstrates a willingness to learn, and seeks new ideas to apply for positive results.

- Falls Below Expectations
- Fully Meets Expectations
- Exceeds Expectations

**COMMENTS**

**Supervisor:**

**Employee:**
Performance Management and Development: Uses the performance management program effectively to develop and improve personal job performance (and that of others, where appropriate).

- Falls Below Expectations
- Fully Meets Expectations
- Exceeds Expectations

**COMMENTS**

Supervisor:

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Part III - Overall Performance: Mark the overall rating. Refer to http://www.ohio.edu/hr/comp/performance_mgmt/rating.cfm for complete descriptions of the performance ratings. Consider the scope of the job, goals achieved, responsibilities fulfilled, as well as, any exceptional circumstances under which the employee worked during the evaluation period.

Overall Performance Ratings **MUST** include supervisor comments:

For "Fully Meets" or "Exceeds" expectations ratings, emphasize skills and behaviors that have contributed to the employee's performance success.

If the employee "Falls Below Expectations" provide an explanation. Include comments about areas for specific learning and development for performance improvement. This rating requires the establishment of a written Performance Improvement Plan. Contact UHR for assistance with this plan.

- Falls Below Expectations
- Fully Meets Expectations
- Exceeds Expectations

**COMMENTS**

Supervisor:

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Employee:
**Part IV - Goals** (For Year-End Review ONLY)

List 2-3 major goals to be included in the next performance management review cycle. Schedule your next performance planning meeting for May-June.

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**Part V- Employee/Supervisor Signatures**

Signature of Supervisor: ___________________________ Date: ____________

I certify that my supervisor has discussed this document with me. My signature does not necessarily imply that I agree with this evaluation.

Signature of Employee: ___________________________ Date: ____________

(For Year-End Review ONLY)

**Employee:**

*Did the performance planning process take place?*  □ Yes  □ No

*Did a Mid-Year Review take place?*  □ Yes  □ No

**Supervisor's Supervisor:**

I certify that I have read the contents of this document and discussed them with the employee's supervisor.

Signature of Supervisor's Supervisor: ___________________________ Date: ____________

Employee
Supervisor
Supervisor's Supervisor (Year End Only)
UHR (Original- Classified Year End forms only)