**Performance Evaluation**

|  |  |  |
| --- | --- | --- |
| Click here to enter name. | Click here to enter job title. | MM/DD/YYY-MM/DD/YYY |
| Employee Name | Job Title | Performance Cycle |

Performance management helps employees reach goals that support OHIO’s vision of being *“the nation’s best transformative learning community where students realize their promise, faculty advance knowledge, staff achieves excellence, and alumni become global leaders.”* Individual goals are set at the beginning of the performance cycle and discussed several times during the year (refer to **“Writing Performance Goals” Tip Sheet** for help in writing goals). Performance evaluations are done at the end of the cycle to discuss goal achievement, behaviors demonstrated during the year, and future development opportunities.

**Employee:** Review job description and department goals with Supervisor. Enter 3-5 individual goals below, review progress with supervisor periodically throughout the year, and update goals as required. At the end of the cycle, provide comments and select one of the following ratings for each goal: [Did Not Meet Expectations](#Unacceptable),  [Inconsistent](#Inconsistent), [Effective](#Effective" \o "Goal was achieved, and results fully met expectations), [Distinctive](#Distinctive)

[ ]  **Department goals and job description were reviewed. Individual goals were acknowledged on:** Click to enter date

**“Performance Check-in” discussion(s) took place on:**  Click to enter date, Click to enter date, Click to enter date

|  |  |  |
| --- | --- | --- |
| **Goal 1** – Self-Assessment – Supervisor Comments –

|  |  |
| --- | --- |
|  **Self-Rating:** Click to choose a rating. | **Supervisor Rating:** Click to choose a rating. |

 |
| **Goal 2** – Self-Assessment – Supervisor Comments –

|  |  |
| --- | --- |
|  **Self-Rating:** Click to choose a rating. | **Supervisor Rating:** Click to choose a rating. |

 |
| **Goal 3** – Self-Assessment – Supervisor Comments –

|  |  |
| --- | --- |
|  **Self-Rating:** Click to choose a rating. | **Supervisor Rating:** Click to choose a rating. |

 |
| **Goal 4** – Self-Assessment – Supervisor Comments –

|  |  |
| --- | --- |
|  **Self-Rating:** Click to choose a rating. | **Supervisor Rating:** Click to choose a rating. |

 |
| **Goal 5** – Self-Assessment – Supervisor Comments –

|  |  |
| --- | --- |
|  **Self-Rating:** Click to choose a rating. | **Supervisor Rating:** Click to choose a rating. |

 |

**Performance Evaluation**

|  |  |  |
| --- | --- | --- |
| Click here to enter name. | Click here to enter job title. | MM/DD/YY-MM/DD/Y |
| Employee Name | Job Title | Performance Cycle |

**Employee:** Reflect on your achievements, review core behaviors, and provide a few examples of how these behaviors were demonstrated. Summarize what went well, what you would do differently, and what you want to focus on for future development.

|  |
| --- |
| *Employee comments regarding overall performance and future development:*  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor:** Review self-assessment, rate each goal, and provide comments to support your ratings. Review Core Behaviors and indicate to what extent they were demonstrated throughout the year. The “Leading Others” category only applies to employees who supervise others.**Core Behaviors** | **Improvement Required** | **Effectively Demonstrated** | **Significant Strength** |
| **Team Accountability** | * Assumes personal responsibility for team effectiveness
* Partners effectively with others to solve problems
* Holds self and the team accountable for compliance
 | * Interacts with others to promote a sense of community
* Readily shares relevant information and expertise
* Competently performs job duties to support team goals
 |[ ] [ ] [ ]
| **Excellence** | * Models initiative, innovation and continuous improvement
* Communicates clearly, thoughtfully, and constructively
 | * Reliably plans and delivers high-quality work on-time
* Maintains high level of relevant job-related knowledge
 |[ ] [ ] [ ]
| **Civility** | * Treats others with respect and professionalism
* Demonstrates a courteous and approachable demeanor
 | * Service-oriented, works to make things better for others
* Effectively deals with set-backs and frustration
 |[ ] [ ] [ ]
| **Integrity** | * Acknowledges mistakes and strives to learn from them
* Demonstrates openness, honesty and trustworthiness
 | * Delivers on commitments, is dependable
* Responds to concerns in an effective and timely manner
 |[ ] [ ] [ ]
|  **Diversity** | * Respects and values differences in others
* Actively seeks to understand other points of view
 | * Works to build a collaborative, supportive environment
* Open-minded and flexible when dealing with change
 |[ ] [ ] [ ]
| **Stewardship** | * Uses data and best practices to make informed decisions
* Demonstrates behaviors in-line with university values
 | * Responsibly manages university resources
* Appropriately prioritizes work, manages time efficiently
 |[ ] [ ] [ ]
| **Leading Others****Applies to Supervisors** | * Aligns individual efforts with department/university goals
* Recognizes contributions and achievements
* Appropriately communicates vision and expectations
 | * Provides frequent, timely and constructive feedback
* Encourages involvement and open communication
* Actively pursues and supports professional development
 |[ ] [ ] [ ]

Summarize performance highlights, including examples of behaviors that were significantly above or below expectations. Identify future focus areas, then provide an overall rating: [1 – Did Not Meet Expectations](#Overall_Inconsistent), [2 – Inconsistent](#Overall_Inconsistent" \o "Achievement of goals and/or demonstration of core behaviors was inconsistent. Employee may have performed well in some areas but below expectations in others, OR several core behaviors require improvement.  ), [3 – Effective](#Overall_Effective" \o "Achievement of goals AND demonstration of core behaviors consistently met or occasionally exceeded expectations. Employee is proficient in all aspects of his/her position and demonstrates solid, reliable performance.  ), [4 – Distinctive](#Overall_Distinctive" \o "Achievement of goals consistently exceeded expectations. Several core behaviors were demonstrated at a very high level. Employee is clearly among a small group of high-performers.)

|  |
| --- |
| *Supervisor comments regarding overall performance:*  |
| *Future focus and development opportunities:*  |
| **Overall Rating:** |  **Click to choose a rating.**  |
| Signatures acknowledge that this evaluation was reviewed with Employee and a copy was made available. This evaluation will be part of Employee’s personnel file.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Signature Date Supervisor Signature DateClick to enter Supervisor name.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2nd Level Reviewer Signature (required for Classified employees) DateClick to enter Reviewer name. |