**Division of Student Affairs**

**Student Employee Performance Evaluation**

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| Click here to enter name. | Click here to enter job title. |  |
| Student Employee Name | Job Title / Unit | 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.”*

**Unit:**

**Employee:** Enter two goals related to your job description and one goal related to the Division of Student Affairs learning goals. At the end of the cycle, comments and rate with one of the following: [Did Not Meet Expectations](#Unacceptable), [Inconsistent](#Inconsistent), [Effective](#Effective), [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

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| **Goal 1 (Job related)** – Self-Assessment – Supervisor Comments –

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

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

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

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

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

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**Employee:** Reflect on your achievements, review job description, DOSA Learning goals, 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.

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

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| **Supervisor:** Review self-assessment, rate each goal, and provide comments to support your ratings. Review DOSA Learning Goals and indicate to what extent they were demonstrated throughout the year. **DOSA Learning Goals** | **Improvement****Required** | **Effectively****Demonstrated** | **Significant** **Strength** |
| **Adaptability** | Recognizes when a change is needed and demonstrates resilience in shifting environments | ◌ | ◌ | ◌ |
| **Innovation** | Develops creative ideas, takes calculated risks to tests ideas, and engages and challenges others by conveying the need for dynamic change | ◌ | ◌ | ◌ |
| **Intercultural Competency** | Supports and engages in creating an environment of cultural respect and inclusion | ◌ | ◌ | ◌ |
| **Interpersonal Communication** | Builds effective relationships through clear communication and understanding with others by listening, verbal and nonverbal communication, confidence, empathy, and respect | ◌ | ◌ | ◌ |
| **Problem Solving** | Thinks critically about all factors associated with a problem; evaluates potential solutions from a systems perspective and makes an informed decision about which option to implement; and evaluates the chosen solution’s effectiveness following implementation | ◌ | ◌ | ◌ |
| **Self-Awareness** | Can identify personal interests, skills, values, strengths, and motivations, and can incorporate self-knowledge into decision-making | ◌ | ◌ | ◌ |
| **Team Development** | Works toward a shared purpose through facilitation, collaboration, compromise, and conflict resolution | ◌ | ◌ | ◌ |
| **Well-Being** | Recognize and demonstrate the necessary skills to enhance the four elements of well-being; purpose, resilience, relationships, and achievement | ◌ | ◌ | ◌ |

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.)

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| *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. |