**Staff Member Name:** Click or tap here to enter text. Appraisal Year: Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Part 1: Review Key Duties and Responsibilities:**

The reviewer and staff member have discussed the key job duties and responsibilities. The job description used for this appraisal is (check one):

[ ]  Same as prior period

[ ]  Revised (changes to be coordinated with Human Resources)

**Part 2: Competencies Expected for Successful Performance**

The following ratings are to be used for each competency area:

Unacceptable: performance did not improve despite prior notice

Needs Improvement: sometimes acceptable but not consistent

Meets: consistently meets requirements of the job

Exceeds: clearly and consistently above what is required

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| --- |
| **Communication and Interpersonal Skills** |
| **Competency Area** | **Competency Description** | **Rating (as noted above)** |
| Positive Work Relationships | Exhibits positive behavior when interacting with coworkers, administrators, students, visitors, and other members of the University Community. | Choose an item. |
| Collaboration and Teamwork | Mission-oriented and displays a willingness to work cooperatively and collaboratively with others in a variety of work settings. | Choose an item. |
| Respect | Respect individual differences and strengths in other employees. Demonstrates sensitivity to cultural and ethnic differences in all interactions. Treats others fairly and is responsive to the needs of others. | Choose an item. |
| Communication | Communicates and engages effectively, compassionately, and clearly with others. Actively listens to others to understand and respond to their needs. Engages others in two-way conversations to clarify expected outcomes. | Choose an item. |
| Professionalism | Exhibits professional behaviors in the workplace. Exhibits ethical behavior and personal accountability to others. Manages stress effectively and maintains self-control/professionalism under adverse conditions. | Choose an item. |
| Interpersonal Skills | Uses tact and diplomacy in handling sensitive situations and respects confidentiality. Addresses opportunities and concerns with the appropriate individual in a professional manner. Offers and accepts constructive feedback from others and uses it to strengthen performance. | Choose an item. |
| Decision Making and Discernment | Makes responsible and appropriate decisions, prioritizes needs, and takes action consistent with, enforces, and reflects the University’s Jesuit mission and identity. Seeks opportunities to provide input to decision-making processes. Positively supports decisions once they are made. | Choose an item. |
| **Job Responsibility and Stewardship** |
| **Competency** | **Competency Description** | **Rating (as noted above)** |
| Job Knowledge | Demonstrates knowledge of relevant theories, policies, procedures, and technologies required to perform the job. | Choose an item. |
| Quality of Work | Produces high-quality work with a focus on accuracy, attention to detail, and completeness. | Choose an item. |
| Time Management | Uses time wisely; demonstrates expected attendance; is punctual for meetings; is dependable and reliable. | Choose an item. |
| Quantity of Work | Completes work within established time frames; performs a high volume of work with expected quality. | Choose an item. |
| Accountability | Accepts responsibility and ownership for decisions, work outputs, and performance outcomes; adheres to university policies, procedures, practices, and regulations | Choose an item. |
| Knowledge of University Resources | Has a thorough understanding of university resources and how to use them to maximize job effectiveness. Share this information with others. | Choose an item. |
| Adaptability | Demonstrates ability to multitask and work effectively in a changing environment. | Choose an item. |
| Efficiency | Seeks ways to improve the utilization of university resources. Is cost-effective and budget-conscious. | Choose an item. |
| Initiative/Innovation | Motivated to succeed; takes on new projects and assignments and delivers results in creative new ways; identifies ways to improve departmental results; problem solver. | Choose an item. |
| Professional Development | Continuous desire and movement toward increasing personal and professional development; strives to achieve additional certifications (if possible); looks for ways to enhance effectiveness. | Choose an item. |
| **Supervisory and Managerial Competencies (Only to be completed for staff who manage others)** |
| Appraising Performance | The ability to set goals, review performance, and provide honest and constructive feedback fairly, objectively, and routinely. | Choose an item. |
| Conflict Management | The ability to quickly deal with conflict and select the best approach to address and reduce the conflict. | Choose an item. |
| Coaching | The ability to provide instruction in a non-threatening manner, be a good role model, and encourage development. | Choose an item. |
| Team Development | The ability to build a group into a cohesive, focused, synergistic group aimed toward accomplishing set goals and objectives. | Choose an item. |
| Project Management | The ability to keep projects moving on schedule, stress the importance of deadlines and quality, and the efficient use of time. | Choose an item. |
| Delegation | The ability to keep projects moving on schedule, stress the importance of deadlines and quality, and the efficient use of time. | Choose an item. |
| Plan/Organize | The ability to project upcoming needs, schedule appropriately, manage budget and other resources, and ensure adequate tools, training, and support is available. | Choose an item. |
| Leadership | The ability to model for others organizational commitment, enthusiasm, support of the mission, respect for diversity, quality work standards, persistence, and adaptation to needed change. | Choose an item. |

**Part 3: Projects or goals that will be accomplished during the rating period.**

The reviewer and employee will discuss and document one (1) to three (3) projects or goals that will be achieved during the rating period that relate to the expected performance of the individual and to the unit’s goals. In addition, the reviewer and employee will discuss and document one (1) stretch goal that will present a challenge designed to enhance the employee’s skills and knowledge and make a significant contribution to the department’s current or future needs.

The prompts to be used in establishing these goals are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| What is the project or goal that will be achieved? | How will we measure that it has been accomplished? | What resources, including training, does the staff member need? | What timeframe is expected for the project or goal achievement? |

**Goal (1)** Click or tap here to enter text.

**Goal (2)** Click or tap here to enter text.

**Goal (3)** Click or tap here to enter text.

**Part 4: Summary**

**Note: A manager at least one level above the reviewer will discuss the final rating with the reviewer before it is discussed with the staff member.**

**Overall Rating (Annual Review)** Choose an item.

**Reviewer Comments:** Click or tap here to enter text.

**Signature of Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Divisional Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 5: Staff Member’s Comments**

Click or tap here to enter text.

**Signature of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**