

LIBRARY HUMAN RESOURCES



PERFORMANCE EVALUATION PROGRAM

REVIEW FORM FOR EXEMPT CIVIL SERVICE

Employee's Name _____ Title _____

Supervisor's Name _____ Title _____

Date of most recent position description update _____ Review Period _____ to _____

INSTRUCTIONS

1. At the beginning of the review period, normally April/May, the supervisor meets with the employee to discuss his/her job description and to update it if necessary.
2. The supervisor should give the employee the *Optional Employee Worksheet* to complete and return to the supervisor prior to the performance evaluation meeting, normally the following June/July.

The supervisor fills out the Review Form taking into consideration information provided by the employee. For each performance area, describe achievements, performance outcomes and growth in that area during the review period, as well as any evidence of developmental need.

3. The supervisor and employee meet to discuss the performance review. When finished each should sign and date the form. Also during this meeting or shortly thereafter, the supervisor and employee should complete a *Goal Setting Form* for the next year.
4. The original, signed updated job description and performance evaluation will be sent to Library Human Resources, Room 127 of Main Library, MC-522. The supervisor should retain copies of all documents in a confidential, locked department file separate from other files.
5. Cyclic Position Review of Academic Professional Position. In order to implement the State Universities Civil Service System Cyclic Position Review requirement for academic professionals, supervisors should initial and date the employee's current job description to document that it is accurate. If duties and responsibilities have changed, submit an updated

PAPE form to Donna Hoffman in Library Human Resources and she will update Academic Human Resources.

A. **Job Knowledge:** Demonstrates knowledge and skills necessary to perform the job effectively including language, grammar, spelling, mathematics, reasoning, and any job-specific technical procedural competencies. In certain positions, this includes knowledge of university policies, rules, procedures, and their supporting statutes. Understands the expectations of the job and remains current regarding new developments, technologies, methods, theories, approaches, and processes in area of responsibility.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

B. **Judgment:** Anticipates and identifies problems; evaluates alternative solutions; is open to new or different solutions. Demonstrates maturity in taking or recommending appropriate actions and in determining which problems to handle independently and which to refer to more senior personnel; follows up on problems and helps to bring about resolution. If the employee is serving in a supervisory capacity, delegates tasks wisely, and follows up on tasks assigned to others.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

C. Reliability; Commitment to the Job: Works efficiently; uses time effectively; takes initiative in addressing problems. Meets promised deadlines without sacrifice of accuracy, quality, or service recipient satisfaction; reports unavoidable delays well in advance of deadline. Meets the work schedule expectations of the position. Demonstrates flexibility and willingness to assist by taking on difficult or inconvenient responsibilities. Complies with University and unit policies and procedures.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

D. Quality/Quantity of Work; Customer Service: Meets service recipient and departmental expectations for quality/quantity of work; accurately and thoroughly completes work. Listens to and understands the needs of the service recipient, whether inside or outside the University, and responds to those needs. Uses collaborative solutions in problem-solving as appropriate. Delivers work product and services to consumers in a way that reflects credit upon the unit and the University.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

E. **Interpersonal and Communication Skills:** Effectively conveys ideas and information in writing and/or orally; productively participates in meetings. Contributes to a suitable communication environment. Demonstrates respect for all individuals regardless of their background or culture; participates in processes that encourage diversity and equal opportunity. Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

F. **Teamwork/Cooperation:** Establishes and maintains effective working relationships with others. Shares information and resources with others. Follows instructions of supervisor and responds to requests from others in the team in a helpful manner. Makes suggestions to improve the efficiency and effectiveness of the work unit with due concern for others in the team.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

G. Optional Position-Specific Factor: (This area can be used to define a seventh job-specific performance area.)

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

H. Supervision/Leadership: Complete only for individuals with supervisory responsibility. The extent to which the employee applies sound, acceptable supervisory practices in the execution of his/her supervisory responsibilities. Consider evidence of demonstrated skill in generating interest and enthusiasm in subordinates rather than solely relying on authority to get the job done. Consider the employee's effectiveness in selecting and developing personnel and the extent to which personnel decisions represent an effort to implement affirmative action goals.

Outstanding Exceeds Expectations Meets Expectations Needs Improvement Unsatisfactory

Comments: (Comments are required if Outstanding or Unsatisfactory is checked.)

EMPLOYEE COMMENTS:

Employee's Signature

Date

Supervisor's Signature

Date