



Annual Performance Review

Name:	Title:
Length of Time in Position:	Length of Time with JCU:
Review Period (From/To):	Supervisor/Mgr:

The purpose of this annual performance review is to engage in open, honest, direct and ongoing dialogue in regard to job performance and individual development needs; to align perspectives on performance with expectations; to link individual employee performance and goals to the University's priorities; provide the basis to recognize and differentiate performance results, accomplishments and effort.

PERFORMANCE GOALS/OBJECTIVES:

List the employee's **current goals/performance objectives** and **performance measures** as defined at the beginning of the review period. List the **performance results** in specific terms emphasizing quality, quantity and timeliness of results, and/or explain why performance did not meet expectations (attach a separate sheet if necessary.)

CURRENT GOALS/ OBJECTIVES	PERFORMANCE MEASURES	PERFORMANCE RESULTS
1.		
2.		
3.		
4.		

Identify **goals/performance objectives** and the **performance measures** for the **next review period**. **Include at least one developmental goal.** Goals/objectives should be: Specific, Measurable, Attainable, Relevant, Timely

NEXT REVIEW PERIOD GOALS/OBJECTIVES	PERFORMANCE MEASURES	DUE DATE
1.		
2.		
3.		
4.		

Annual Performance Review/Appraisal:

For each appraisal factor, chose a rating that most closely describes the employee's performance, according to the Appraisal Factor Performance Ratings below. Ratings of **"Exemplary"**, **"Needs Improvement"**, or **"Unacceptable"** must be accompanied with additional comments.

RATING KEY:

<u>(EX) - Exemplary:</u> Significantly and consistently exceeds all expectations	<u>(ME) - Meets Expectations</u> Consistently meets expected performance standards	<u>(NI) - Needs Improvement:</u> Meets some but not all requirements	<u>(UN) - Unacceptable:</u> Does not meet position requirements	<u>(N/A) - Not applicable</u>
Appraisal Factors/Descriptions		Significant Accomplishments and/or Areas for Improvement		Rating EX, ME, NI, UN, N/A
Acknowledgement (demonstration) of JCU Mission: Demonstrates awareness of the mission, vision and goals of the University through appropriate on the job behavior and in interactions with others.				
Diversity/Inclusion: Actively supports and values the diversity and inclusion efforts of the University. Recognizes and respects the value of individual differences at all levels of the University. Interacts effectively with all.				
Job Knowledge: Demonstrates an understanding of the position requirements and how the position relates to other departments. Keeps current in the field and with technology.				
Results Orientation: Achieves expected results and goals. Can be relied upon to fulfill the job assignments in a timely fashion. Sets priorities to achieve results.				
Quality/Quantity of Work: Produces high quality work with focus on accuracy, attention to detail and neatness. Uses time effectively to complete work within established time frames.				
Attendance/Punctuality: Demonstrates appropriate attendance and punctuality consistent with University policies. Provides timely notification/requests for planned and unplanned time off.				
Initiative: Is resourceful and contributes to improving operations, methods and procedures.				
Decision Making/Judgment: Able to make a responsible and appropriate choice in a reasonable time frame, and to take action consistent with available facts, constraints, and anticipated consequences.				
Flexibility/Adaptability: Able to work effectively in an environment of change and when experiencing major changes in work tasks, new work structures, processes, requirements. Willing to learn and apply new skills. Capable of multi-tasking.				
Working with Others/Interpersonal Skills (verbal, listening, written): Effectively works with others to achieve results. Encourages collaboration.				
Serving Others: Drives to discover and meet the needs of constituents - internal and external, while ensuring high quality.				

Additional Performance Factors which only apply to those with supervisory responsibility.

RATING KEY:

(EX) - Exemplary: Significantly and consistently exceeds all expectations	(ME) - Meets Expectations Consistently meets expected performance standards	(NI) - Needs Improvement: Meets some but not all requirements	(UN) - Unacceptable: Does not meet position requirements	(N/A) - Not applicable
Appraisal Factors/Descriptions		Significant Accomplishments and/or Areas for Improvement		Rating EX, ME, NI, UN, N/A
Leadership Skills: Able to take charge; gain the confidence and respect of others; and resolve conflicts. Is self-aware, understands personal strengths, weaknesses, values. Innovate and adapts to changing world; Engages and energizes others with a positive attitude				
University Policies: Knows, follows and reinforces all University policies and procedures, i.e., Attendance, EEO, OSHA, Discipline, etc.				
Staff Selection and Recruiting: Hires competent, motivated and promotable people				
Coaching/Staff Development: Commits to fostering short and long term growth and development of employees, with particular attention to how their talents can best be utilized to meet current and future University needs. Provides direction, feedback and follow-up.				
Delegation: Empowers others to take on additional tasks; supplying necessary resources. Encourages appropriate initiative. Assists in subordinate goal setting insuring department goals are aligned with Division and University.				

Career Goals and Comments: Please discuss and record this employee's career goals and comments. Things to consider include identification of future positions/levels of responsibility, readiness and any developmental plans needed to support attainment of career goal.

Career Goals & Comments:

Annual Performance Review Rating:
(Listed on the Last Page)

--

Based on an objective review of the employee's overall performance throughout the past year, select one of the descriptive terms/ performance ratings from page 5 that best describes how the employee has performed on the job. If the rating is Needs Improvement the supervisor must contact HR prior to meeting with the employee. The Performance Ratings/Descriptions are located on the last page of this document.

Employee Comments:

--

Supervisor/Manager Comments:

--

☐ Please check the box to indicate that a current job description, reviewed and updated as needed, is attached.

Supervisor Signature: _____ **Date:** _____

I have reviewed the above performance appraisal and I agree with the supervisor's overall assessment.

Next level Manager Signature: _____ **(Print name)** _____

Date: _____

Employee Signature: _____ **Date:** _____

Annual Performance Review Ratings/Descriptions

Exemplary – Significantly and consistently exceeds all expectations. *Performance, contributions and impact far exceed those demonstrated by virtually all others at a similar level. Individual consistently does outstanding work, regularly going far beyond what is expected of other individuals in a similar role. Individual often sets the standards followed by others. Individual consistently demonstrated exceptional performance through the entire performance year.*

Meets all work expectations – *Performance and contribution consistently meets expected performance standards and may occasionally exceed expectations. Individual demonstrates solid performance and is consistently effective and competent. Achieves results expected at this level, and occasionally goes beyond. Possesses a proficient level of skills needed.*

Needs improvement – *Performance meets some but not all requirements. Improvement is required to contribute at the level expected. Satisfactory results could be achieved through reasonable amount of development and training. Immediate performance improvement is required. To be reviewed again in no more than 90 days.*