



JACKSONVILLE UNIVERSITY

PERFORMANCE APPRAISAL

Employee Name:

Scheduled Review Date:

Department:

Job Title:

Reason for Review: Annual

Merit

Ninety Day Introductory Period

INSTRUCTIONS:

A. Key Performance Goals and Results for the Review Period

This performance evaluation is to serve as a record of performance and accomplishments during the period being evaluated. Its purpose is to summarize the information necessary to report the individual's current performance and to assist both parties in an annual goal-setting process. Please review Ratings below and the Descriptions of Performance Review Goals Form.

RATING INFORMATION:

- **Consistently Exceeds All Goals and Expectations (CE)**
Employee is consistently an exceptional performer and far exceeds all goals and expectations. All job requirements, planned goals and objectives were achieved well above expectations. Accomplishments were also made in unexpected areas. A rare rating given to those whose performance is obvious to all who are familiar with the position requirements.
- **Often Exceeds Goals and Expectations (OE)**
Employee often exceeds goals and expectations. Performance is clearly above established expectations. This individual is consistently seeking improvement of self, office practices, team and service standards to students and other constituents. Often this individual is the "go to" person who not only exceeds expectations, but is seen by others as a pivotal performer.
- **Successfully Achieves Goals and Expectations (SA)**
Employee is a solid performer. This individual fully meets the goals and expectations of the position and may on occasion exceed expectations. The employee performs well and requires little guidance with performing the job. All requirements of performance were met and goals and objectives were achieved.
- **Developing Performer (DP)**
Employee is a new staff member (less than one year) or recently promoted to a new position with new responsibilities. This rating reflects that the individual is in a growth and learning mode in terms of mastering all aspects of the position. Greater growth and development in the role can and are in the process of being achieved.
- **Improvement Needed (IN)**
Employee meets some of the job expectations, but performance does not meet all the requirements and is below the level expected of a proficient employee. A rating at this level anticipates improvement is achievable and requires a performance plan be written. An individual in this level generally requires greater than usual time and attention by the supervisor. Employees at this level are expected to improve at an acceptable level of performance within a specified period of time.
- **Does Not Meet Expectations (DM)**
Employee does not meet the goals and expectations required of the position. Performance at this level is clearly unacceptable and cannot continue. A specific performance improvement plan must be written and the employee is expected to meet goals and expectations within a relatively short period of time.

In this Performance Goal section, the supervisor should select 3-5 goals and objectives. Please indicate the performance results, rating and weight percentage that aligns with the employee's role, which supports the department's goals. In writing performance results, be specific using facts, figures, and specific examples of performance results and behaviors. Use additional pages if necessary.

Performance Goals	Performance Results	Rating	Weight % (Optional)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

B. Overall Performance Rating

How well is the individual performing in the present job?

Consider the ratings and importance of key job responsibilities and the performance factors. Also consider changes to the key job responsibilities and performance factors as well as additional contributions made by the individual over and above the key job responsibilities. Then check the definition that best describes the employee's **overall** performance level.

[0] Does Not Meet	[1] Improvement Needed	[2] Developing Performer	[3] Successfully Achieves	[4] Often Exceeds	[5] Consistently Exceeds
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Manager/Supervisor Summary: Please summarize the specific job related reasons that support your rating. Identify strengths and areas that need attention for next year. Highlight any additional contributions.

C. Future Goals, Objectives and Development Planning

To be completed by the employee and supervisor: Identify 3-5 major goals, strategies and ideas for the coming year. List specific actions both of you have agreed will achieve the performance goals of your office/department in the coming year. The following **“SMART”** criteria can be used as guideline to establishing goals: **S**pecific, **M**easurable, **A**ction-Oriented, **R**ealistic and **T**ime-Bound. What are the developmental activities that will provide broadening experiences for the individual?

Performance Goals	Performance Activities	Manager Support (completed by manager)	Success Measures	Target Completion Date
Example: Improve clarity and professionalism of email communication across campus.	Enroll in a training class on effective email communication.	Review and confirm employee's email communication is professional with other select individuals in order to validate delivery is clear and professional.	-Successful completion of training class. -Manager received no complaints about clarity or tone of communications.	
Goal #1				
Goal #2				
Goal #3				
Goal #4				
Goal #5				

D. Employee's Comments

Feel free to comment here on any aspects of this discussion. Attach additional paper as needed.

E. Acknowledgement: I have read this form and discussed it with my supervisor. **Employee & Supervisor are required to sign below before submitting to the Office of People & Culture.**

Employee's Signature: _____ Date: _____

Supervisor's Approved Signature: _____ Date: _____