

**STATE SYSTEM OF HIGHER EDUCATION
PERFORMANCE DEVELOPMENT REPORT FOR SUA EMPLOYEES**

Employee: _____ Type of Report: Annual
Class Title: _____ Interim
Work Title: _____ Probationary End
Department: _____
Evaluation Period: _____

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CRITICAL PERFORMANCE CATEGORIES

This report includes four critical performance categories which are to be considered during performance review discussions (Organizational Success, Making People Matter, Job Effectiveness, Supervisory Ability). Each category lists specific performance factors which may be considered. You may choose to mutually eliminate any of the performance factors listed under a particular category, or add others, depending on their applicability to your area's strategic plan or the employee's development plan. Each category that is rated *outstanding*, *needs improvement*, or *unsatisfactory* must be documented in the comments sections of the performance development report.

Organizational Success:

- *teamwork/cooperation (within and across units) Outstanding
- *customer orientation Exceeds Standards
- *commitment to continuous improvement Meets Standards
- *creativity/innovation Needs Improvement
- *flexibility/adaptability to change Unsatisfactory
- *continuous learning/development
- *leadership/initiative
- *
- *

Comments:

Making People Matter:

- *respect for others
- *interpersonal skills
- *supports diversity and understands related issues
- *honesty/fairness
- *builds trust
- *recognizes others' achievements
- *understands others' perspectives
- *resolves conflicts constructively
- *positive attitude
- *
- *

- [] Outstanding
- [] Exceeds Standards
- [] Meets Standards
- [] Needs Improvement
- [] Unsatisfactory

Comments:

Job Effectiveness:

- *planning/organization
- *problem solving/judgment
- *makes effective decisions
- *takes responsibility
- *achieves results
- *communicates effectively
- *dependability
- *job/organizational knowledge
- *productivity
- *attendance
- *works independently
- *
- *

- [] Outstanding
- [] Exceeds Standards
- [] Meets Standards
- [] Needs Improvement
- [] Unsatisfactory

Comments:

Supervisory Ability (OPTIONAL):

- *coaches/counsels/evaluates staff
- *identifies areas for and supports employee development opportunities
- *encourages teamwork and group achievement
- *leads change/achieves support of objectives
- *enables and empowers staff
- *strives to achieve diverse staff at all levels
- *understands diversity issues and creates supportive environment for diverse employees
- *
- *

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

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Supervisor's Overall Rating and Comments (*continue on additional paper*):

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Areas of Strong Competence:

Areas in Need of Improvement:

Other Comments:

Professional Development Plan (Identify opportunities for improvement/expectations for the next review period/recommendations for future development):

Supervisor Signature

Date

I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my evaluator. My signature does not necessarily mean that I agree with the report.

Employee Signature

Date

I would like to discuss this report with the reviewing officer: Yes No

Employee Signature

Date

As requested, reviewing officer discussed report with employee.

Reviewing Officer Signature

Date

Return original to Office of Human Resources for placement in the employee's personnel file, and a copy to the reviewing officer and the employee.

