**Year:** <Year>

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | <Name> | Supervisor: | <Supervisor> |
| Position(s): | <Position(s)> |

**Ratings Definitions**

|  |  |
| --- | --- |
| 4 - Exceptional  | Achieves results that consistently exceed most or all objectives and expectations. The outstanding quality of employee’s contributions is widely recognized within their department or area of influence. |
| 3 - Proficient  | Consistently meets and sometimes exceeds objectives and expectations. Solid contributions are recognized within their department or area of influence. This is the level of performance that is expected of the employee. |
| 2 - Inconsistent  | Employee is making progress in learning key aspects of the position. Performance meets some, but is inconsistent in meeting all, performance objectives and expectations. Improvement and/or growth needed. |
| 1 - Unsatisfactory  | May have met some performance objectives but overall failed to meet expectations. Immediate action is required to improve required skills, performance and/or work behavior. |

| **Evaluation Area** | **Employee****Rating** | **Supervisor Rating** | **Employee Comments** |
| --- | --- | --- | --- |
|  |  |  | **Supervisor Comments** |
|  | **4** | **3** | **2** | **1** | **4** | **3** | **2** | **1** |  |
| Functional Knowledge & Skills- solid grasp of knowledge relevant to position- stays abreast of developments in discipline or specialty area- applies best practices in discipline |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |
| Delivered Results- uses time efficiently to complete assignments- is receptive to and implements suggestions for improvement- quantity of work completed successfully meets expectations- results consistently reflect commitment to accuracy, quality |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |
| Problem Solving- recognizes issues and initiates actions needed to resolve problems- makes informed decisions - develops creative and cost effective solutions- uses latest technology to improve operations and overcome problems |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |
| Client Focus- listens to, and addresses needs and concerns of customers- keeps customers fully informed - delivers on service commitments- identifies new efficiencies and opportunities |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |

|  |  |
| --- | --- |
| Communication- communicates in a clear and concise manner and tone- communicates complex information in user-friendly terms- shares pertinent information with others in a timely manner- participates productively in meetings |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |
| Collaboration- treats all others with respect; is fair and consistent- works harmoniously and effectively with others- resolves interpersonal conflicts constructively- readily shares information and expertise- listens to, considers ideas from others |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |
| Dependability- is prompt and reliable in daily attendance and appointments- always prepared; fully accepts responsibility for deadlines- effectively manages changes in priorities, schedules and assignments- complies with all safety recommendations and requirements |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |
| Professional Conduct- maintains appropriate confidentiality- welcomes new assignments - adheres to proper standards of professional dress- demonstrates respect for cultural and individual values- exhibits strong commitment to University’s mission and values- continuously sharpens and updates professional skills |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |

|  |  |
| --- | --- |
| Cultural Intelligence(1) and Inclusive Excellence(2)- Contributes to a positive environment for everyone and avoids behaviors that exclude or demoralize- Demonstrates genuine respect for people from diverse cultural groups- Values the differences that exist between individuals and groups and is fully aware of interaction between cultures- Seeks to understand and foster a sense of belonging for people from diverse cultural backgrounds |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  <Employee> |
|  |  |  |  |  |  |  |  |  | <Supervisor> |

*(1) Cultural Intelligence (CQ): “CQ can be understood as the capability to relate and work effectively across cultures.”*

*(2) Inclusive Excellence: An “active, intentional, ongoing engagement with diversity in interpersonal relationships, in the curriculum, in the co-curriculum, and in the communities with which students, staff, and faculty connect.” In the context of Messiah University, inclusive excellence incorporates the work of social justice and reconciliation.*

Supervisor Summary:

|  |
| --- |
| 1. Employee’s areas of strength |
|  | (1) <#1> |
|  | (2) <#2> |
|  | (3) <#3> |
| 2. Areas for growth or improvement |
|  | (1) <#1> |
|  | (2) <#2> |
|  | (3) <#3> |
| 3. Please focus on the following over the next year: |
|  | - <Enter text> |
| 4. Evaluation of overall performance during past 12 months |
|  | [ ]  Exceptional[ ]  Proficient[ ]  Inconsistent[ ]  Unsatisfactory |

Employee Comments:

|  |
| --- |
| <Enter text> |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: | <Date> |
| Supervisor Signature: |  | Date: | <Date> |

[ ]  Supervisor has reviewed the job description for this position with employee.

[ ]  Position Description on PeopleAdmin has been updated if necessary.

**Messiah University**

**Professional Development Plan**

|  |  |
| --- | --- |
| 1. | Based upon the goals and objectives of your department, what do you see as your goals for the next 12 months? How do you plan to accomplish them? |
|  | <Enter text> |
|  | Supervisor Comments: |
|  | <Enter text> |
| 2. | How can your supervisor or the University better provide support or resources to help you be more effective in your role? |
|  | <Enter text> |
|  | Supervisor Comments: |
|  | <Enter text> |
| 3. | Please indicate any other issues you would like to discuss. |
|  | <Enter text> |
|  | Supervisor Comments: |
|  | <Enter text> |
| Employee Signature: |  | Date: | <Date> |
| Supervisor Signature: |  | Date: | <Date> |