COLLEGE OF LIBERAL ARTS & SCIENCES

PERFORMANCE EVALUATION FOR MERIT STAFF

EMPLOYEE'S NAME:	TITLE:
SUPERVISOR'S NAME:	DEPARTMENT:
REVIEW PERIOD:	DATE:

Performance Descriptor	Distinguished Performance and Accomplishments	Commendable Performance and Accomplishments	Effective Performance and Accomplishments	Improvement Needed
Typical Employee Profiles, considering KARS, Goals and Universal Competencies	Performs at an exceptional level of effectiveness in achieving goals and ongoing work responsibilities; creatively solving problems and making significant, notable change in spite of significant obstacles; and contributing positive ideas to workplace techniques and programs that benefit the unit, the University and/or the area of expertise. Applies a skillset and/or institutional knowledge that is key to the ongoing success of the unit	Proactively meets and frequently exceeds expectations, goals and ongoing position responsibilities; makes a significant contribution to achieving unit goals A talented and valued employee who increases job knowledge/skills and exceeds goals; often seeks and achieves success on additional responsibilities and goals Uses analytical and critical thinking to proactively improve, and develop new programs, processes, and approaches as a response to internal and external challenges	Consistent, ongoing accomplishment of goals and ongoing work responsibilities; competent contributor in terms of work output, quantity/quality and contribution to unit success Readily adjusts to changing situations and additional work; is adept at addressing problems and improving processes Stays abreast of changes in the field Meets expectations for learning, growing and performing job duties; may include a new employee who is developing and performing consistent with expectations for the period of review	Inconsistent job performance related to goal achievement, quality, quantity of work and/or the individual is not yet technically proficient or does not show sustained and continuing progress toward achieving proficiency, ongoing work results, or goals Frequently needs assistance, requires more supervision, and/or deadlines may be missed; work may need to be or has been modified or reassigned to others May be developing less rapidly than expected as a new employee or as a current employee in learning new skills, procedures, technology, etc. Universal competencies not consistently met in the performance of job duties

Job Knowledge/Learning and Professional Development

Demonstrates the knowledge and skill necessary to perform effectively. Understands the expectations of the job and stays current with new developments, technologies, methods, theories, approaches, and processes in area of responsibility.

☐ Distinguished ☐ Commendable ☐ Effective ☐ Improvement Needed

(NOTE: Ratings are optional; if supervisor chooses to use, must be used consistently throughout.)

Position Expectations: http://hris.uiowa.edu/classcomp/merit/ {search by Jobtitle, Jobcode or Paygrade}

General: Seeks opportunities to enhance one's own knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development that contribute to the mission and goals of the institution.

Supervisory: Pursues opportunities for personal development that relate to supervision/management. Encourages employees to attend to the growth of their personal and professional capacity. Relates such opportunities to the unit's and the University's mission and values.

COMMENTS

Civil and Respectful Interactions and Communication Skills

Fosters a supportive work environment by establishing and maintaining effective working relationships with others. Uses collaboration in problem-solving as appropriate. Effectively communicates ideas and information in writing and/or orally as appropriate. Shares information and resources. Responds to requests for assistance and support from others in a helpful manner.

☐ Distinguished ☐ Commendable ☐ Effective ☐ Improvement Needed

Position Expectations:

General: Demonstrates respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, coworkers, and customers; constructively brings forward workplace concerns to coworkers and/or supervisor.

Supervisory: Establishes and models collaborative interaction among peers and employees that is characterized by respect, honesty and service; encourages similar standards and ethics for all unit members; constructively manages conflict.

COMMENTS

Reliability, Commitment and Leadership Accountability

Makes good use of time; prioritizing job responsibilities as necessary. Takes the initiative to address and resolve problems. Takes responsibility for meeting deadlines without sacrificing accuracy, quality, or service satisfaction; assumes "ownership" when appropriate. Completes projects on time. Can be counted on by others to complete assigned responsibilities. Demonstrates commitment to Departmental and University missions.

☐ Distinguished ☐ Commendable ☐ Effective ☐ Improvement Needed

Position Expectations:

General: Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.

Supervisory: Inspires and motivates others to high performance by exercising strong stewardship of University resources, setting expectations, measuring success through individual performance evaluations, and influencing organizational results.

COMMENTS

Diversity and Inclusion

☐ Distinguished ☐ Commendable ☐ Effective ☐ Improvement Needed

Position Expectations:

General: Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.

Supervisory: Provides each employee with the opportunity to contribute to the goals of the unit, while managing the talents, strengths and behaviors of each individual in a diverse work group. Works to assure that all employees are respected and treated consistent with University policies in regard to equal employment opportunity and diversity.

COMMENTS

Overall Rating

Distinguished Commendable Effective Improvement Needed

COMMENTS

I certify that I have read the contents of this document and reviewed them with my supervisor/employee. Employee to retain one copy and original is placed in personnel file.

Signature of Employee: _____ *Date:* _____

Signature of Supervisor: _____ *Date:* _____

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