



# Alternative Performance Evaluation Form

*For all staff and non-bargaining unit faculty*

*For review period April 1, 2024 through March 31, 2025*

## Personal Information

Employee Name:

\_\_\_\_\_ *Should be employee's legal name as it appears on the employee's official record*

Employee UID:

\_\_\_\_\_

Current Job Title:

\_\_\_\_\_

Department/Unit:

\_\_\_\_\_

Supervisor's Name:

\_\_\_\_\_

## Message from President Edwards

*First, let me start by thanking you for all the work that you've done this past year! Our combined efforts and capabilities have increased the university's momentum and put us on the strongest footing we have seen in years. While we still must be vigilant in our use of resources to maintain our stability, we are finally able to focus on our bright future and how we can get there together. Our students depend on us each and every day as we help them realize their dreams. The Wright State team working together will not only assist our students, but will help all of us go further than any of us can go alone.*

*For this next year, we will continue to put students first in all that we do. We want to make sure that students feel a strong sense of community here and know that they are supported and have the resources they need to succeed every step of the way. We want them to go further, dig deeper, and to expand their circles so that Wright State University is a positive life-changing experience for them. The beauty is that I want the same for all of you, too.*

*Everyone wants to do work that makes them feel valued and engaged. We all want to know that the effort we put in is making a difference. Here at Wright State, each one of us is an important part of the experience. Our work makes things better, smoother, or more fun for everyone around us. We need to remain focused, and keep our students at the center of all that we do, that way we are certain to make a difference in their lives with our time, effort, and energy.*

*Serving our students and watching them succeed is truly what makes me so excited to come to work each day. I hope you feel that way as well. All the members of our team play an integral role in making Wright State a positive, respectful, and collaborative environment. Together, we can help our students reach their full potential.*

*But equally important, we help each other reach our full potential as well. Just like our students, I hope you expand your knowledge, purpose, and curiosity for what you're growing into next. I encourage you to get to know your colleagues and employees in other departments. Keep an eye out for social events and gatherings so that you can both contribute to, and fully experience, the sense of community we are creating as we work together.*

*This next year will see the launch of our new five-year strategic plan. This roadmap will give us the focus and guidance to grow, learn, and shape the future of not only our students' lives but also of higher education in general. We can be a model of what a modern university should be – a place of community, learning, growth, and innovation.*

*As we work towards that future, you should know that you're exactly where you need to be— working at Wright State, where you can be yourself, contribute your strengths, and know you're a part of something extraordinary that can be accomplished only when we all work together. Whether you're on the Dayton or Lake campus, look around today and know that you are a vital piece of the puzzle in the work that we do. I believe in the work we're doing, and we couldn't do that work without you and the unique contributions only you can make to Wright State University.*

*Thank you so much for being here!*

*Sue*

### Statement from Unit Head

*Unit head should use this section to share their thoughts on the performance of the unit as a whole for the previous year. They should also share their vision for the unit in the coming year. The message should be the same for all employees in a particular unit.*

### Statement from Immediate Supervisor

*The immediate supervisor should use this section to summarize conversations had with the individual employee, specifically noting accomplishments and recognized areas for progress. Any specific plans for growth and/or development can be shared as well.*

### Statement from Employee

*The employee should use this section to summarize their thoughts on their performance in the past year and specifically note desired areas for development and plans for growth.*

### Signatures

This form is one of several opportunities for reflection on an employee's performance during an evaluation cycle. Our signatures acknowledge discussion and receipt of this document and does not necessarily imply the employee's agreement.

However, because this appraisal does not require the recording of goals that have been set, our signatures do indicate our commitment to continuously developing and working to achieve goals that are responsive to the university's needs as it continues its path forward.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Level/Unit Head Signature

\_\_\_\_\_  
Date

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