



# Formal Performance Evaluation Form

*For all staff and non-bargaining unit faculty*

Review Period:

From \_\_\_\_\_ To \_\_\_\_\_

Type of Appraisal:  Annual  Probationary (midpoint)  Probationary (final)  Special

## Personal Information

Employee Name:

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

UID:

\_\_\_\_\_

Position Title:

\_\_\_\_\_

Department:

\_\_\_\_\_

Evaluator's Name:

\_\_\_\_\_

## Purpose of Formal Performance Evaluation Form

Providing employees, both faculty and staff, with feedback and direction is essential to fulfilling Wright State University's mission as well as guiding employees in their growth and development and engaging them in the success of the university.

The *Formal Performance Evaluation Form* functions as an instrument for supervisors to record and share information with employees and/or summarize the communications that have been had over the evaluation period. Nothing on the form should be a surprise to the employee. Any action to improve unacceptable performance should be taken at the time the issue became apparent.



**Supervisors must complete and discuss this form with their employees and remit it to Human Resources** for inclusion in the official personnel file on an annual basis in accordance with the timeline published each year. For information about the process, including the differences between this form and the *Self-Appraisal Form*, please see the *Guidebook for the Wright State University Performance Evaluation Process* located on Human Resources webpage.

## Section 1 – Purpose of Position

This section should be developed jointly by the employee and supervisor and should state how the position being evaluated relates to the Wright State University Mission, Vision, Values and Goals. It should also reference how the position fits within the college/division/department goals. An employee’s current position description should support this information. ***Please enter the purpose of the employee’s position here:***

## Section 2 – Goals and Objectives for this Review Period

This section should list the top five goals and objectives developed jointly by the employee and supervisor at the beginning of this review period. If there were circumstances outside the employee’s control that caused a goal to not be achievable, please note what those mitigating circumstances were.

Goals and Objectives for This Review Period		Results	
1.		<input type="checkbox"/>	Achieved
		<input type="checkbox"/>	Exceeded
		<input type="checkbox"/>	Not Achieved
If not achieved, list any mitigating circumstances outside the employee’s control:			
2.		<input type="checkbox"/>	Achieved
		<input type="checkbox"/>	Exceeded
		<input type="checkbox"/>	Not Achieved
If not achieved, list any mitigating circumstances outside the employee’s control:			
3.		<input type="checkbox"/>	Achieved
		<input type="checkbox"/>	Exceeded
		<input type="checkbox"/>	Not Achieved
If not achieved, list any mitigating circumstances outside the employee’s control:			
4.		<input type="checkbox"/>	Achieved
		<input type="checkbox"/>	Exceeded
		<input type="checkbox"/>	Not Achieved
If not achieved, list any mitigating circumstances outside the employee’s control:			
5.		<input type="checkbox"/>	Achieved
		<input type="checkbox"/>	Exceeded
		<input type="checkbox"/>	Not Achieved
If not achieved, list any mitigating circumstances outside the employee’s control:			

## **Section 3 – Core Competencies/Expected Behaviors**

Wright State University expects certain competencies and behaviors from all employees. These competencies/behaviors are listed below. At the end of the review period, the supervisor will indicate whether or not the employee demonstrated these behaviors. For examples of the behavior expected at each level of rating, please see the *Guidebook for the Wright State University Performance Evaluation Process*. If any of the expected behaviors are identified as “Development Needed”, the supervisor and employee must identify a plan to improve the behavior.

<b>Transparency and Trust</b>		
<b>1</b>	<b>Communicates in a direct, professional and honest manner</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>2</b>	<b>Is open to constructive feedback and asks appropriate questions</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>3</b>	<b>Is respectful of guidelines, policies, procedures and confidentiality</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>4</b>	<b>Listens attentively and openly to the ideas, suggestions and concerns of others</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>Problem Solving</b>		
<b>5</b>	<b>Is sensitive to different perspectives and resolves conflict constructively</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>6</b>	<b>Prioritizes appropriately and produces work that is comprehensive in scope, complete in detail and accurate in content</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)

7	<b>Develops sound, timely and practical solutions to daily challenges and unique conflicts</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
8	<b>Delivers an appropriate level of follow-through for problems and sees issues to a resolution</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>Inclusive Excellence</b>		
9	<b>Is respectful of different interpersonal, leadership, work styles and lifestyles</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
10	<b>Is appreciative of the contributions of other members of the community</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
11	<b>Interacts professionally and effectively with various customers (both internal and external) in both routine and non-routine situations</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
12	<b>Acts ethically, tactfully and with integrity in all interactions</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>Shared Leadership</b>		
13	<b>Sets priorities and aligns individual goals with group goals in support of the WSU Mission, Vision, Values and Goals</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
14	<b>Willingly shares ideas and information and provides assistance to others</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)

15	Takes responsibility for decisions and consequences	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
16	Meets established deadlines and effectively uses work time to achieve goals and objectives	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>Team-Based Effort</b>		
17	Commits to team objectives and respects decision-making structures, even while holding a dissenting viewpoint	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
18	Participates in achieving unit goals and objectives and works effectively with other colleagues at the University	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
19	Demonstrates sufficient competency and understanding of all aspects of the position to perform the functions effectively and safely and is able to disseminate that knowledge as appropriate	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
20	Establishes and develops collaborative relationships with others in the University community	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
<b>Innovation/Entrepreneurial Spirit</b>		
21	Anticipates and makes necessary changes to meet department and University goals	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
22	Identifies new and/or creative techniques, technologies or processes to improve institutional effectiveness	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)

23	<b>Accepts and carries out current and new responsibilities through resourcefulness and self-reliance</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)
24	<b>Demonstrates a commitment to self-development and continuous learning</b>	Meets Expectations (Demonstrated)
		Does Not Meet Expectations (Development Needed)
		Exceeds Expectations (Role Model)

## **Section 4 – Achievements and Areas for Improvement/Growth**

In the space below, employees and supervisors can provide feedback on ratings above, acknowledge significant strengths and achievements seen during the review period, note plans for further development of those strengths and/or document plans to improve any behaviors identified as “Does Not Meet Expectations (Development Needed).”

**Achievements:** *Briefly describe the employee’s most significant strengths and accomplishments during this review period:*

**Areas for Improvement/Growth:** *Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Additionally, provide a brief description of a development plan to support achievement (supervisor’s role, resources, etc.):*

## **Section 5 – Goals and Objectives for Next Review Period**

This section should list those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should have FOCUS (i.e. be feasible, observable, communicated, unambiguous and suitable).

<b>Goals and Objectives for the Next Review Period</b>	
1.	
2.	
3.	

4.	
5.	

**Section 6 – Professional Development Plan**

Identify any experience or learning opportunities that will support the employee’s professional development and high-level performance. Include training, competency development and other efforts. These should be suggestions for things that might be beneficial but not things that the employee will be required to complete. Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

For example:

- Take a credit or non-credit course (list course and provider if possible)
- Attend a seminar in the community (list title and location if possible)
- Use research to develop process improvements (specify sources and methods)
- Attend meetings to become more familiar with community partners (specify dates, times, etc.)
- Cross train with others to gain increased knowledge in technical areas within the unit (specify persons/positions and knowledge to be obtained)

***Please enter any detailed professional development plan information here:***

**Section 7 – Final Comments and Signatures**

**Supervisor: *Please enter any summative and/or final comments here:***

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Supervisor Signature

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Date

**Employee: *Please enter any summative and/or final comments here:***

I agree with the contents of this appraisal

I do NOT agree with the contents of this appraisal  
*(Explain why in the space above or attach additional records)*

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Level Signature

\_\_\_\_\_  
Date

FOR HUMAN RESOURCES USE ONLY	
_____ Updated in System	_____ Date