



# Administrative Staff Annual Performance Appraisal Form 2017

<b>Staff Name:</b>	<b>Division/Dept.:</b>
<b>Job Title:</b>	<b>Evaluation period:</b>
<b>Supervisor Name:</b>	<b>Date:</b>
<b>Check one:</b> <input type="checkbox"/> <b>Self-Appraisal</b> <input type="checkbox"/> <b>Supervisor/Manager Appraisal</b>	

## Part I. Review of Goals and Performance from Previous Year

List the staff member's primary goals, activities, and/or projects that were assigned during the previous year, including those that were unplanned, and briefly review his/her performance for each goal, including the challenges faced and achievements and contributions made. Rate the staff member's performance for each goal using the rating scale described on Page 3.

<b>Goal 1:</b>  <b>Review:</b>          <p style="text-align: right;"><b>*Rating: _____</b></p>
<b>Goal 2:</b>  <b>Review:</b>          <p style="text-align: right;"><b>*Rating: _____</b></p>
<b>Goal 3:</b>  <b>Review:</b>          <p style="text-align: right;"><b>*Rating: _____</b></p>
<b>Goal 4:</b>  <b>Review:</b>          <p style="text-align: right;"><b>*Rating: _____</b></p>
<b>Goal 5:</b>  <b>Review:</b>          <p style="text-align: right;"><b>*Rating: _____</b></p>

\* Ratings on self-appraisals are optional and at the discretion of the school/department.

## Part II. Competency Review

Rate the staff member's performance for each competency using this rating scale:

**Strong** (exceeded or sometimes exceeded expectations); **Acceptable** (meets expectations); **Needs Improvement**

Competencies	Competency Assessment:
1. Supports USF's mission, Jesuit values, and strategic plan/priorities and diversity/inclusion initiatives.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
2. Demonstrates leadership. If supervisor: effectively hires, manages, coaches, and develops staff day-to-day and through change.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
3. Delivers high-quality service to internal and external customers.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
4. Demonstrates good judgment, expediency, and flexibility in decision-making.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
5. Demonstrates positive constructive oral, written, and interpersonal communications and team skills.	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
6. Demonstrates ability to achieve results and maintain accountability and fiscal responsibility (e.g. budget, spending, Concur, etc.).	<input type="checkbox"/> Strong <input type="checkbox"/> Acceptable <input type="checkbox"/> Needs Improvement
<p><b>Competency Review</b></p> <p>(a) For any competency where performance was <i>strong</i> (exceeded/sometimes exceeded expectations), please briefly describe the staff member's contributions:</p> <p>(b) For any competency where performance could improve please briefly describe the issue and the expectations to correct performance, including professional development assignments:</p>	

## Overall Performance Review (Parts I and II)

Overall Rating: \_\_\_\_\_

### Goals for Upcoming Year

<p><b>Goal 1:</b></p> <p><b>Expectations/Professional Development:</b></p>
<p><b>Goal 2:</b></p> <p><b>Expectations/Professional Development:</b></p>
<p><b>Goal 3:</b></p> <p><b>Expectations/Professional Development:</b></p>
<p><b>Goal 4:</b></p> <p><b>Expectations/Professional Development:</b></p>
<p><b>Goal 5:</b></p> <p><b>Expectations/Professional Development:</b></p>

**Goals/Overall Rating Key:**

E Exceeds Expectations      I Improvement Needed  
 S Sometimes Exceeds Expectations      U Unacceptable  
 M Meets Expectations



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### Signatures

<b>Employee:</b> _____ <input type="checkbox"/> I would like to add comments to my evaluation (Print or Type Name) (see attached)
<b>Signature:</b> _____ <b>Date:</b> _____ (My signature indicates that I have received a copy of this evaluation and not that I necessarily agree with its content.)

<b>Supervisor/ Manager:</b> _____ (Print or Type Name)
<b>Signature:</b> _____ <b>Date:</b> _____

<b>Dept. Manager/ Director:</b> _____ (Print or Type Name)
<b>Signature:</b> _____ <b>Date:</b> _____

<b>Vice President/ Dean:</b> _____ (Print or Type Name)
<b>Signature:</b> _____ <b>Date:</b> _____

### Goals/Overall Performance Rating Scale and Descriptions

<b>E: Exceeds Expectations</b>	Overall quality of work was superior in the completion of all goals, priorities, and/or projects assigned. Exceptional contributions made in support of the school, department, and/or University.
<b>S: Often Exceeds Expectations</b>	In the completion of some of the goals, priorities, and/or projects assigned, the quality of work and/or the contributions made were exceptional and in support of the school, department, and/or University.
<b>M: Meets Expectations</b>	Quality of work fully met the high standards set. Primary goals, priorities, and/or projects were achieved.
<b>I: Improvement Needed*</b>	Performance was inconsistent, sometimes meeting expectations and sometimes not. One or more of the primary goals were not achieved. <i>*The appraisal should address how the staff member will correct performance in the deficient areas and should include professional development opportunities.</i>
<b>U: Unacceptable**</b>	Performance was consistently below expectations. Most goals/priorities were not achieved. <i>**A plan to improve performance should be attached to this appraisal and include goals, how the goals will be tracked/measured, performance expectations, timelines, and professional development assignments.</i>

**Appraisals may be completed any time after January 1 to accommodate operations/business schedules.  
Completed reviews must be submitted to HR in Lone Mountain Main 339 by April 30.**