GOAL DEVELOPMENT
AND
PERFORMANCE EVALUATION PROCESS
Administration/Exempt

Purpose:

To achieve the University's strategic, divisional and departmental objectives through results oriented planning and timely/effective implementation.

Evaluation Codes

Use the following evaluation codes when completing an

Administrative/Exempt Evaluation:

4 = Exceeds Expectations

3 = Meets Expectations

2 = Achieved Some Expectations;

Needs Improvement

1 = Did Not Meet Expectations

PRINT THE FOLLOWING INFORMATION:

Employee Name: Date:

Title: Department:

Evaluator:

Supervisor's Evaluation

Goal Assessment

Employee Name: Supervisor Name:

Progress/Performance Evaluation

Goals: Briefly describe each Goal, in priority sequence.	Rating	Periodic and Year End Review/Comments
Goal Assessment - Overall Rating		

Personal / Leadership Competencies Assessment

Comments (where applicable)

	Rating
WJU Mission / Vision / Strategic Plan Consider effectiveness in articulating and supporting the University Mission, vision and strategic plan; abillity to set and achieve individual job and departmental goals relevant to the mission / vision / plan.	
Interpersonal / Team Effectiveness Consider: collaborates with others; operates on cross-functional teams focused on specific goals; values diversity; customer/service oriented; fosters a positive work environment; accessible and responsive.	
Communication Consider: provides clear and unambiguous oral and written communications; emloys active listening techniques and provides feedback; communicates effectively with employees in all levels of the organization.	
Supervision (where applicable) Consider: selects qualified employees; assesses and develops employees to support University mission and strategic plan; motivates employees to achieve excellence; counsels employees; addresses employee performance issues in a timely manner.	
Administration and Operating Effectiveness Consider: establishes and meets quality standards, effectively interperts and applies University policies and proceedures; problem solving/decision making techniques; manages resources; developes and adheres to assigned budgets; meets deadlines.	
Planning and Organization Consider: prioritizes, plans, organizes and moitors work to accomplish individual and departmental goals in support of the University strategic plan; manages time effectively and coordinates multiple activities.	
Personal / Leadership Competencies: **Overall Rating:**	

Comments:

Review Essential Functions of the Position

The employee and the supervisor together review the essential functions of the employee's current job description. Note below where the employee either exceeded or failed to perform those functions. Issues with performance may be addressed when developing Employee Objectives. If there are suggested changes that make the Job Description more accurately reflect the employee's duties, add or modify duties directly on the Job Description, attach to this form and submit to Human Resources.

Review of Essential Functions - Overall Rating:

Overall Performance Evaluation

Comment on the employee's overall performance. Consider what results the employee achieved and how the employee achieved them. Provide specific examples of quantitative or qualitative results. Use behavior-based examples of how the employee achieved results. Attach extra pages if necessary.

Overall Performance Rating:

_____   _____

Employee Signature   Date

(This signature indicates the supervisor reviewed this evaluation form with the employee and does not necessarily indicate the employee's agreement. An employee may submit comments to be attached to this performance evaluation and such comments will become a part of the employee's personnel file.)

_____   _____

Supervisor Signature   Date

_____   _____

Reviewing Manager's Signature   Date