

**Performance Program**

Management/Confidential Professional

Period of Time Covered by Performance Evaluation

**From To**

(Example 2/1/05) (Example 1/31/06)

**(NOT TO EXCEED ONE YEAR)**

| **Name** | **Title** |
| --- | --- |
| **Department** | **Person Number** |

**[ ]** Within first month of initial appointment

**[ ]** For annual evaluation and reappointment

[ ]  Updated due to change in supervisor

[ ]  Updated/Modified due to a change in duties & responsibilities

**Professional Rank**

**[ ]** MC-1

**[ ]** MC-2

**[ ]** MC-3

[ ]  MC-4

[ ]  MC-5

[ ]  MC-6

| **Supervisor Signature\*\*** | **Print Name** | **Date** |
| --- | --- | --- |
| **Employee Signature\*** | **Employee Title** | **Date** |

**\*Acknowledges receipt of Performance Program**

**\*\*The final version of a Performance Program should be the result of consultation and a collaborative discussion between the employee and the supervisor.**

**SECTION 1: JOB DUTIES AND RESPONSIBILITIES**

| **Duties & Responsibilities** | **Evaluation Criteria/Specific Performance Measures** |
| --- | --- |
| Insert Performance Program Duties/Responsibilities: | Describe the specific ways in which we will differentiate successful performance. |
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**[ ]** Additional duties and responsibilities with evaluation criteria/specific performance measures attached.

**SECTION 2: GENERAL COMPETENCIES** – employees will also be evaluated on the following competencies:

| **JOB KNOWLEDGE/POTENTIAL** * Possesses the competence, knowledge and experience to perform the job effectively and efficiently
* Applies technical and procedural knowledge to get the job done
* Continuously expands job knowledge and keeps abreast of new developments
* Displays innovation
 | **INTERPERSONAL RELATIONS/SKILLS** * Cooperative, considerate and tactful in dealing with customers, co-workers and the public
* Gains confidence and trust of others
* Exhibits appropriate sensitivity to others
* Works effectively with others on a team
 |
| --- | --- |
| **RELIABILITY AND COMMITMENT** * Consistently meets deadlines
* Responsive
* Able to juggle competing priorities without sacrificing quality/accuracy
* Demonstrates commitment to unit and University goals
* Can be trusted to follow through on commitment
 | **COMMUNICATION** * Clearly and convincingly expresses thoughts, ideas or facts orally and in writing
* Responds appropriately to both written and oral directives
* Insures clear, timely communications to others
* Builds effective formal and informal communication channels
 |
| **JUDGMENT/ACCOUNTABILITY*** Uses good judgment and follows up
* Anticipates and identifies problems and helps to bring about resolutions
* Is open to or offers different solutions
* Determines what to handle independently and what to refer
* Is accountable and takes responsibility for own decisions and actions
 | **CUSTOMER SERVICE** * Provides quality service to customers
* Seeks feedback from internal and external customers
* Anticipates customer needs
* Continuously searches for ways to increase customer satisfaction
 |
| **MANAGEMENT/SUPERVISION** * Visualizes, creates, communicates and sustains a positive environment
* Delegates appropriately
* Promotes teamwork and cooperation
* Effectively motivates, coaches, develops and evaluates subordinates
 |  |

**SECTION 3: GUIDANCE FOR PROFESSIONAL DEVELOPMENT AND JOB GROWTH**

**SECTION 4: SUPERVISORY AND FUNCTIONAL RELATIONSHIPS**

| Indicate supervisory/direct reporting relationships (i.e. Organizational Chart) |
| --- |
| Indicate functional relationships (i.e. work groups, committees, joint projects)  |

**SECTION 5: SECONDARY SOURCE CONSULTATION**

Identify individuals, departments, other offices, or agencies which are involved with the performance of the employee and may be consulted as part of the evaluation process.