

**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.