## 

## Employee: Click or tap here to enter text. Employee ID: Click or tap here to enter text.

## Title: Click or tap here to enter text. Department: Click or tap here to enter text.

## Review Period: Click or tap to enter a date. to Click or tap to enter a date.

**GUIDELINES**

# The *Annual Staff Performance Evaluation*, which is required for all staff, provides the supervisor with the opportunity to evaluate the performance of their employee and provides an opportunity for the employee to receive feedback on their performance. In addition, a supervisor has the opportunity to discuss how the employee’s knowledge, skills, and abilities have been applied in order to achieve goals and objectives.

**Supervisor Instructions:**

1. Begin the evaluation process by sending the *Annual Staff Performance Evaluation* to your employee requesting that he/she completes a self-assessment. This provides an opportunity for the employee to contribute input to his/her performance and behaviors as displayed during the performance review period.
2. Complete the supervisor’s rating section of the *Annual Staff Performance Evaluation*. Where appropriate, attach supporting documentation to provide specific examples of goals, activities, and/or behaviors that substantiate your performance feedback or rating. Goals should be reviewed for the past evaluation period and set for the future.
3. Add comments as appropriate considering the various dimensions of performance and suggest actions needed to close performance gaps or suggest recommendations for continued professional growth and performance improvement.
4. Schedule a meeting to discuss the *Annual Staff Performance Evaluation.* During the meeting, distribute a copy of the supervisor’s comments to the employee and be prepared to discuss your ratings and comments, as well as the employee’s self-assessment.
5. Send a copy of the signed document (supervisor/employee) to your department’s designated HR Business Partner.
6. Supervisors are expected to utilize this instrument and the resulting feedback as a guide toward assessing appropriate merit increases for the employee.

**Employee Instructions:**

1. Complete a self-assessment of each evaluation category on the *Annual Staff Performance Evaluation* and return to your supervisor by the date instructed.
2. Provide supplemental attachments to document performance and/or continued professional development as appropriate.
3. Meet with your supervisor to discuss your self-assessment.
4. During meeting, be prepared to discuss your self-assessment, as well as the supervisor’s ratings and comments. Add any additional comments as appropriate to support your performance and/or identify professional development opportunities.
5. Sign the *Annual Staff Performance Evaluation* after the supervisor/employee discussion takes place. Your signature does not necessarily indicate agreement, but that the review has been discussed with you.
6. Keep a copy of the signed document for your own record.

**Discussion**

During the performance discussion meeting, the employee and supervisor should accomplish a threefold agenda: a) discuss the employee’s performance ratings and comments as noted by the supervisor, and also discuss the employee’s self-assessment, b) supervisor may make revisions and/or updates based on the performance discussion, and c) set future development and work goals (short and long term), which can be attached to the *Annual Staff Performance Evaluation*.

**Closeout**

The supervisor and employee should sign, make copies for departmental and employee records, and forward the original completed form to the department’s designated HR Business Partner. The document will then be scanned into the personnel file and become part of the employment record.

## Employee: Click or tap here to enter text. Employee ID: Click or tap here to enter text.

**Ratings:**

This document serves as the manager/supervisor’s annual evaluation of the employee’s performance.

**1 - Exceeds Expectations:** Surpasses goals and objectives**;** characterized by significant achievements; overall contributions exceed that of peers.

**2 - Successful/Meets Expectations:** Meets goals and objectives; contributions are appropriate relative to peers.

**3 - Improvement Needed:** Performance does not meet goals and objectives; contributions fall short as compared to peers.

**N/A -** Not applicable to employee

|  |  |  |
| --- | --- | --- |
|  | **Employee**  **Self-Assessment** | **Supervisor**  **Rating** |
| Job Responsibilities and Goals Demonstrates a general and technical knowledge of job responsibilities and produces quality work. Meets established goals. Shares knowledge with peers and makes recommendations for improvements. | Choose an item. | Choose an item. |
| Commitment to Loyola's Mission of Faith that Does JusticeSupports Loyola's Jesuit Catholic identity and mission that includes social justice to create a community of belonging through integrating, advocating for, and promoting diversity, inclusion, equity, and spiritual development based activities in the community. Incorporates Jesuit principles and practices into work performance, as well as in interactions with others. Encourages colleagues to do the same. Treats others with dignity and respect to foster an inclusive workplace. | Choose an item. | Choose an item. |
| Teamwork Functions as a team player and promotes group cooperation and participation. Makes an effort to assist colleagues. Helps create an environment where others can openly share their ideas and suggestions. | Choose an item. | Choose an item. |
| Responsiveness to Change Adapts readily to change by supporting, fostering, and adapting to change in the work environment. Is willing to take on new assignments. Accepts and identifies new and more efficient ways of accomplishing tasks and/or conducting business. | Choose an item. | Choose an item. |
| Communication Has effective oral, written, and listening skills. Regularly communicates with supervisor and colleagues. Seeks and provides feedback. Helps create an environment where information is shared. Listens to the thoughts and concerns of others. | Choose an item. | Choose an item. |
| Dependability/Time Management Is responsible in coming to work on time and does not abuse attendance policy. Approaches work proactively; meets deliverables and deadlines. Plans, organizes, and completes assignments in an acceptable timeframe. | Choose an item. | Choose an item. |

|  |  |  |
| --- | --- | --- |
|  | **Employee**  **Self-Assessment** | **Supervisor**  **Rating** |
| Decision Making/Problem Solving Makes timely and effective decisions consistent with job responsibilities. Communicates decisions to those individuals who need to know. Uses sound judgment. Able to identify resources and recommend solutions. | Choose an item. | Choose an item. |
| Professional Development Looks for ways to develop the skills and abilities of self and/or others for professional growth. Accepts and/or assigns opportunities to learn new skills and tasks. Seeks additional ways to make value added contributions to the work environment. | Choose an item. | Choose an item. |
| Leadership (if applicable) Provides leadership to others in meeting strategic objectives of the University and business unit through teamwork and communication. Develops and mentors employees, resolves performance issues, and incorporates diversity and inclusion focused practices. Builds relationships within and across departments. | Choose an item. | Choose an item. |

## Was this year’s required annual compliance training completed?

## HIPAA Training:

## Yes No

## Cyber Security Training:

## Yes No

## Safety Training:

## Yes No

## Harassment Prevention Training:

## Yes No

## Other: Click or tap here to enter text.

## Employee Comments:

Click or tap here to enter text.

**Supervisor Comments:**

Click or tap here to enter text.

**Identify documents which are to be attached** (e.g., performance goals):

Click or tap here to enter text.

## Employee’s Attestation

I have discussed the content of this performance review with my Supervisor. I understand that my signature does not necessarily imply agreement.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** Click or tap to enter a date.

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click or tap to enter a date.

**2nd Level Reviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** Click or tap to enter a date.