

Employee Name:

Title:

Employee ID:

Time in position:

Department/
School/Unit:

Review Period:

Supervisor:

Time under rater's
supervision:

Initial Review Period Performance Review Form

Part I: Performance Standards

Exceeds Standards:	Performance is clearly above requirements. Performance exceeds expectations of supervisor and requirements of job description. Normally few new employees will receive this rating. Must provide justification for this selection in the comment field.	Exceeds Standards	Successfully Meets Standards	Does Not Meet Standards
Successfully Meets Standards:	The staff member performs requirements accurately, completely, and timely. Demonstrates works skills that consistently meet job expectations in performance. Performance is consistently good. This is the usual level of performance for most new hires.			
Does Not Meet Standards:	The staff member fails to perform work assignments that meet job requirements or standards. Quality and/or quantity does not meet job standards and performance is below expectation. Improvement is required. Must provide justification for this selection in the comment field.			
1. Job Knowledge: Understands the overall job function and responsibilities as well as specific tasks. Has sufficient knowledge to perform job. Applies new concepts and skills. Knows and follows standard practices and departmental practices and procedures.				
2. Quality of Work: Ability to produce thorough, accurate, timely, and consistent work. Applies good judgment.				
3. Productivity: Produces required amount of work. Consistently completes fair share of the workload. Turnaround time consistently meets expectations.				
4. Interpersonal Relationships: Cooperates with co-workers, supervisor, and others. Supports team effort and contributes to departmental goals. Is always courteous and acts in a professional manner. Acts respectfully toward others.				
5. Organization: Manages time effectively to plan and complete work. Sets and revises priorities as appropriate (with guidance as necessary from supervisor).				
6. Initiative: Works independently. Performs appropriate tasks without being told. Suggests and develops procedures to make tasks easier and results more effective. Seeks increased assignments and responsibilities.				
7. Flexibility: Accepts new methods and changes. Works well under tight time constraints. Adapts willingly to changing priorities. Modifies schedule to meet work demands.				
8. Professionalism/Dependability: Consistently completes assignments in a timely manner. Meets deadlines. Willing to work overtime when necessary. Demonstrates effective follow-through on short- and long-term tasks. Maintains confidentiality.				
9. Communication: Communicates effectively with supervisor, co-workers and members of the campus community. Listens well to instructions. Provides timely status updates as appropriate. Maintains confidentiality. Asks appropriate questions when uncertain.				
10. Integrity: Shows consistency between words and actions; Respects confidentiality; Risks doing the right thing; Applies sound work ethics and standards; Follows and practices University policies and Code of Conduct.				

Scoring for Part I:

Exceeds Standards:	Staff member receives THREE (3) or more Exceeds ratings with no Does Not Meet Standards.	Exceeds Standards	Successfully Meets Standards	Does Not Meet Standards
Successfully Meets Standards:	Staff Member receives no more than TWO (2) Does Not Meet Standards.			
Does Not Meet Standards:	Staff member receives THREE (3) or more Does Not Meet Standards.			
Any staff member that has an overall rating of "Does Not Meet Standards" in Part I, must be placed on a Performance Improvement Plan. The Rater must contact The Office of Human Resources for support.				
Based on this employee's job performance and conduct during the initial review period, I recommend the following: To extend review period or discharge employee requires HR approval. Overall rating:				

Part II: Acknowledgement

I acknowledge by my signature that I have read this evaluation and have discussed it with my supervisor. In addition, I acknowledge that I am aware of the University Code of Conduct.

Employee's Signature:	Date:
I have discussed this evaluation with the employee	
Rater's Signature:	Date:
Rater's Name (Print)	
I have reviewed the evaluation	
Unit/Department Head's Signature:	Date:

Part III: Goal and SLA Setting (optional for positions that are goal driven)

Setting performance goals should be a shared responsibility between manager and employee that builds commitment and ownership. It sets the stage for effective communication and expectations that are mutually understood.

A measurable **goal** should establish concrete criteria for measuring progress toward the attainment of each **goal** you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your **goal**.

For some positions, the goal is to maintain excellent service levels. For these positions, their goals should reflect a Service Level Agreement (SLA) for the employee to meet with their “customers”. All employees should have goals or SLAs.

Goal Setting for the Upcoming Evaluation Period

Goal or SLA	Task and Measurement	Target Dates

Examples of Goals

Examples of measurable goals:

- Develop and implement a student enrollment promotion program for the fall semester that increases enrollment by 2% over the prior year's 2009 figures.
- Deliver a training course on effective performance appraisals to 80% of new managers within the next year.
- Successfully close 90% of all student requests with 1-business day of receipt with a rating of 8 or higher. (SLA)

Examples of non-measurable goals or SLAs:

- Implement a comprehensive Family and Medical Leave Act (FMLA) training program. Although “implement” is an outcome, it doesn’t establish a measurable criteria to judge completion.
- Revise the admissions policy and rules handbook. Because “revise” is a process, not an outcome.

Update on previous year Goals (if goals were set during the last evaluation period)

Goal or SLA	Task and Measurement	Status

****How to save & submit this form:**

Click 'File' and then 'Save As...'

1. Save the fillable review with the following naming convention:

<Last Name>, <First Name>, <Initial Review Period Evaluation>, <date -- four digit year, two digit month, two digit day>

2. Once completed send it to HR-EmployeeRelations@cua.edu

3. Share feedback with the employee