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| CLASSIFIED STAFF PERFORMANCE REVIEW |
| In Compliance with Minnesota Statutes, Chapter 13.04, Subd. 2, we are informing you that the information collected through the use of this form will be used to document your performance on an annual basis. The information may be used in decisions concerning advancement, reassignment, future training needs, performance-related salary adjustments, and as in evidence in contested disciplinary actions. It is legally required. Without it, there is no objective data on which to evaluate performance-based salary increases. This information is available to your supervisor, personnel director, and other employees in your agency whose job assignment requires access. |

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| Employee: |  | | |  | Job Title: |  | | | |
|  | | |  |  |  | | | |  |
| Department: | |  | |  | Supervisor: | |  | | |
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| Review Period: | | |  |  | Date of Evaluation: | | |  | |

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| **Indicate responsibility based on employee’s position description.** | Far exceeds  Performance  expectations | Exceeds  performance  expectations | Meets  performance  expectations | Meets some  performance  expectations | Fails to  meet most  performance  expectations |
| Responsibility #1 |  |  |  |  |  |
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| Responsibility #2 |  |  |  |  |  |
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| Responsibility #3 |  |  |  |  |  |
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| Responsibility #4 |  |  |  |  |  |
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| Responsibility #5 |  |  |  |  |  |
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| Responsibility #6 |  |  |  |  |  |
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| Responsibility #7 |  |  |  |  |  |
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| Responsibility #8 |  |  |  |  |  |
| Responsibility #9 |  |  |  |  |  |

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| A | **JOB KNOWLEDGE** | • Demonstrates a clear understanding of the role and scope of his/her assignments and responsibilities  •Has knowledge of current developments in field  •Is skilled in those specialties demanded by his/her assignment  •Fully understands university procedures and regulations |  | Far exceeds performance expectations |
|  | Exceeds performance expectations |
|  | Meets performance expectations |
|  | Meets some performance expectations |
|  | Fails to meet most performance expectations |
| Comments: | | | |
| B | **QUALITY OF WORK** | • Work is consistently thorough and accurate  • Work displays high level of technical skill  • Work is prioritized effectively |  | Far exceeds performance expectations |
|  | Exceeds performance expectations |
|  | Meets performance expectations |
|  | Meets some performance expectations |
|  | Fails to meet most performance expectations |
| Comments: | | | |
| C | **QUANTITY OF WORK** | • Completes work in a timely and efficient manner  • Meets expectations of quantity  • Manages work efficiently |  | Far exceeds performance expectations |
|  | Exceeds performance expectations |
|  | Meets performance expectations |
|  | Meets some performance expectations |
|  | Fails to meet most performance expectations |
| Comments: | | | |

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| D | INITIATIVE | • Seeks new and better ways of accomplishing tasks  • Makes appropriate decisions and takes action without  constant supervision  • Willingly offers assistance to others during slow periods  • Willingly learns new tasks |  | Far exceeds performance expectations |
|  | Exceeds performance expectations |
|  | Meets performance expectations |
|  | Meets some performance expectations |
|  | Fails to meet most performance expectations |
| Comments: | | | |
| E | ATTITUDE | • Maintains good working relationships with others  • Provides exceptional customer service |  | Far exceeds performance expectations |
|  | Exceeds performance expectations |
|  | Meets performance expectations |
|  | Meets some performance expectations |
|  | Fails to meet most performance expectations |
| Comments: | | | |
| F | **ATTENDANCE** | Number of absences (specify period) \_\_     \_\_  Punctuality:  Satisfactory  Needs Improvement |  | Far exceeds performance expectations |
|  | Exceeds performance expectations |
|  | Meets performance expectations |
|  | Meets some performance expectations |
|  | Fails to meet most performance expectations |
| Comments: | | | |
| G | **OVERALL**  **EVALUATION** | The overall evaluation should reflect the assessment of the employee’s total performance, based upon the foregoing criteria. In making the assessment, consider the criteria according to the employee’s duties and responsibilities, taking care not to overemphasize one particular criterion. |  | Far exceeds performance expectations |
|  | Exceeds performance expectations |
|  | Meets performance expectations |
|  | Meets some performance expectations |
|  | Fails to meet most performance expectations |
| Comments: | | | |

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| H | SUPERVISOR’S SUMMARY COMMENTS: | |
| I | EMPLOYEE’S COMMENTS: | |
| J | **POSITION DESCRIPTION REVIEW** is to be completed each year. Description should be revised only if the position changes (It does not need be rewritten each year). The position description shall be reviewed and revised every three years. A copy of the employee’s revised or rewritten position description should be submitted to the agency’s personnel office with a copy of the review. | |
| **The current position description is:** | |
|  | An accurate reflection of the current responsibilities and performance standards. |
|  | Revised to reflect changes in the position. |
|  | Rewritten because it is three years old. |

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| Rater’s Signature (I have completed the above evaluation) | Date |
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| Employee’s Signature (I have read the above evaluation) | Date |
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| Rater’s Supervisor’s Signature (I have reviewed and concur with the above evaluation) | Date |