**Anderson University**

**Manager and Professional Staff Performance Review**

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| Employee: |  | Date Due: |  |
| Position: |  | Purpose: | Annual Review |
| Department: |  |  | Trial Period Review |

Respond to each performance related statement in the following manner:

1. **Disagree:** Employee *does not meet* position performance expectations and/or needs.

An explanation and plan for improvement is to be provided.

1. **Agree:** Employee *meets* position expectations and/or needs
2. **Strongly agree:** Employee *exceeds* position performance expectations and/or needs

**X** Not applicable

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| DECISION MAKING AND PLANNING | | **1** | | | **2** | | | **3** | | | **X** | | |
| 1. Accepts responsibility for own actions | |  | | |  | | |  | | |  | | |
| 1. Works without close supervision when necessary | |  | | |  | | |  | | |  | | |
| 1. Involves others in shaping plans and decisions that affect them | |  | | |  | | |  | | |  | | |
| 1. Develops creative solutions to problems/work challenges | |  | | |  | | |  | | |  | | |
| 1. Keeps supervisor and others informed about important, relevant matters | |  | | |  | | |  | | |  | | |
| 1. Asks questions when unsure of assignment or responsibility | |  | | |  | | |  | | |  | | |
| 1. Develops and adequately utilizes sources of information | |  | | |  | | |  | | |  | | |
| 1. Seeks appropriate input before making decisions | |  | | |  | | |  | | |  | | |
| 1. Makes appropriate decisions and uses good judgment | |  | | |  | | |  | | |  | | |
| 1. Addresses issues from a University-wide perspective | |  | | |  | | |  | | |  | | |
| 1. Is able to recognize and resolve problems effectively | |  | | |  | | |  | | |  | | |
| 1. Is able to determine and implement appropriate action on a timely basis | |  | | |  | | |  | | |  | | |
| 1. Recognizes need for supervisory assistance | |  | | |  | | |  | | |  | | |
| 1. Decision making and planning comments: | | | | | | | | | | | | | |
| QUALITY AND QUANTITY OF WORK | | | 1 | | | 2 | | | 3 | | | X | |
| 1. Follows through on assignments in a timely manner | | |  | | |  | | |  | | |  | |
| 1. Performs quality work that is accurate and professional | | |  | | |  | | |  | | |  | |
| 1. Sets challenging goals and places priority on achieving those goals | | |  | | |  | | |  | | |  | |
| 1. Accomplishes quantity of work required for the job | | |  | | |  | | |  | | |  | |
| 1. Has appropriate knowledge of job requirements | | |  | | |  | | |  | | |  | |
| 1. Applies job knowledge and experience | | |  | | |  | | |  | | |  | |
| 1. Recommends, develops, and utilizes methods for work improvement | | |  | | |  | | |  | | |  | |
| 1. Complies with established safety standards | | |  | | |  | | |  | | |  | |
| 1. Skillfully manages own resources (Financial & Time) | | |  | | |  | | |  | | |  | |
| 1. Quality and quantity of work comments: | | | | | | | | | | | | | |
| PROFESSIONAL CONDUCT | | | | **1** | | | **2** | | | **3** | | | **X** |
| 1. Relates to people in an open, friendly, accepting manner | | | |  | | |  | | |  | | |  |
| 1. Interacts appropriately with all members of the University community | | | |  | | |  | | |  | | |  |
| 1. Accepts constructive criticism and modifies actions to achieve practical results | | | |  | | |  | | |  | | |  |
| 1. Adapts to changes in work environment and learns new information quickly | | | |  | | |  | | |  | | |  |
| 1. Seeks new knowledge and skills | | | |  | | |  | | |  | | |  |
| 1. Is punctual and has attendance as required by job | | | |  | | |  | | |  | | |  |
| 1. Develops effective working relationships | | | |  | | |  | | |  | | |  |
| 1. Demonstrates good customer service in actions and words | | | |  | | |  | | |  | | |  |
| 1. Communicates effectively (verbally) as required by job | | | |  | | |  | | |  | | |  |
| 1. Communicates effectively (in writing) as required by job | | | |  | | |  | | |  | | |  |
| 1. Follows University policies, rules, and regulations | | | |  | | |  | | |  | | |  |
| 1. Professional conduct comments: | | | | | | | | | | | | | |
| OTHER PERFORMANCE EXPECTATIONS | | | | 1 | | | 2 | | | 3 | | | X |
| 1. (Other) | | | |  | | |  | | |  | | |  |
| 1. (Other) | | | |  | | |  | | |  | | |  |
| SUPERVISORY SKILLS (Complete for supervisors only.) | | | | 1 | | | 2 | | | 3 | | | X |
| 1. Provides adequate and on-going training opportunities | | | |  | | |  | | |  | | |  |
| 2. Completes evaluations in a fair, accurate, and timely manner | | | |  | | |  | | |  | | |  |
| 3. Participates in developing challenging goals with staff | | | |  | | |  | | |  | | |  |
| 4. Recognizes and responds to needs of staff | | | |  | | |  | | |  | | |  |
| 5. Empowers others with the authority necessary to accomplish their tasks | | | |  | | |  | | |  | | |  |
| 6. Effectively manages human resources | | | |  | | |  | | |  | | |  |
| 7. Effectively manages financial resources | | | |  | | |  | | |  | | |  |
| 8. Effectively manages time resources | | | |  | | |  | | |  | | |  |
| 9. Establishes high standards of performance for employees | | | |  | | |  | | |  | | |  |
| 10. Anticipates problems and takes appropriate actions to solve them | | | |  | | |  | | |  | | |  |
| 11. Conveys clear expectations for assignments | | | |  | | |  | | |  | | |  |
| 12. Supports managerial decisions | | | |  | | |  | | |  | | |  |
| COMMITMENT TO UNIVERSITY CORE VALUES | | | | Disagree | | | | | | Agree | | | |
| **Integrity** | **Adheres to a code of moral values, shared virtues, and traditions; conforming to biblical standards of personal behavior; and keeping faith with university policies and standards.** | | |  | | | | | |  | | | |
| **Excellence** | **Consistent, high-quality performance, innovation and creativity in the performance of job assignment** | | |  | | | | | |  | | | |
| **Servant Leadership** | **Serves others, shows sensitivity to others with conflicting needs while resolving problems/issues, and demonstrating a sacrificial attitude toward meeting others' needs.** | | |  | | | | | |  | | | |
| **Responsibility** | Committed **to personal and social accountability as evidenced by good stewardship of personal and university resources.** | | |  | | | | | |  | | | |
| **Generosity** | **An attitude of hospitality and readiness to give of one’s gifts and talents with a spirit of openness and gratitude.** | | |  | | | | | |  | | | |

**GOALS AND OBJECTIVES**

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| Progress made toward meeting objectives defined in last review. |
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| What are the mutually determined objectives for the next review (include improvement plan, if any)? |
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**SUPERVISOR COMMENTS:**

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**EMPLOYEE COMMENTS:**

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Date reviewed with the employee:

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| Employee: |  | Supervisor: |  | Area Director/VP: |
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Additional space if needed:

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