**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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |
|       |
| What are the mutually determined objectives for the next review (include improvement plan, if any)?  |
|       |

**SUPERVISOR COMMENTS:**

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**EMPLOYEE COMMENTS:**

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| --- |
|  |

Date reviewed with the employee:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee: |  | Supervisor: |  | Area Director/VP: |
|  |  |  |  |  |

Additional space if needed:

|  |
| --- |
|       |