| University Personnel | 408-924-2250 | performanceevaluation@sjsu.edu |
| --- | --- | --- |
| **EMPLOYEE INFORMATION** |
| Full Name:  | click or tap here to enter text |  | SJSU ID: | enter text |  |
| Working Title: | click or tap here to enter text |  | Department: | enter text |  |
| Evaluation Period: | From: | date | To: | date |  | Last Evaluation: | date |  |
|  |
|  |
| **EVALUATION TYPE** |  |  |
| If Other is selected, please define Other | Completed by: |
|  | select item | Other: | enter text |  | select item |  |
|  |
|  |
| **PRIMARY EVALUATOR (Direct Manager)** |
| Full Name:  | enter text |  | SJSU ID: | enter text |  |
| Working Title: | enter text |  | Department: | enter text |  |
|  |
|  |
| **SECONDARY EVALUATOR (if applicable)** |
| Full Name:  | enter text |  | SJSU ID: | enter text |  |
| Working Title: | enter text |  | Department: | enter text |  |
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**Evaluation Definitions**

*Use the following criteria to assess performance in parts I, II, and IV.*

* **Exceptional (E)** – Performance **far exceeds** expectations in specific categories and/or overall in **all** areas of responsibility based on position description resulting in superior work and results. Recognized as an expert in a specific category and/or overall. Decisively leads by example in an inclusive, professional manner at all times. Anticipates and develops critical goals in alignment with the university’s strategic plan and ensures their implementation and success. There are **no** needed areas of improvement.
* **Exceeds Expectations (X)** - Performance consistently exceeds expectations in specific categories and/or overall in **all areas of responsibility based on position description**. Performance has made a significant impact on departmental decisions and outcomes. Often anticipates and shapes goals aligned with the university’s strategic direction securing high performance from team members as well as other departments. Takes initiative in all job aspects. Limited improvement is needed.
* **Valued Contributor (V)** - Performance consistently meets **most**, and may exceed some of the job requirements based on the position description. A dependable, qualified, competent team member. Focuses and delivers on agreed upon priorities of the job. Regularly seeks out opportunities for continuous improvement and suggests innovative solutions, making valuable contributions to departmental and/or university goals. Some improvement may be needed.
* **Improvement Needed (I)** - Performance meets **some**, but misses **many** of the job requirements as defined in position description and is inconsistent overall. Goals and/or project deadlines are frequently missed. Often requires close supervision and follow-up from the manager to ensure tasks are completed.

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| **Part I: OPERATIONAL EFFECTIVENESS** |
| *Review the position description to ensure it is current and evaluate performance as related to assignments. Updates to position descriptions should be submitted to Workforce Planning (classcomp@sjsu.edu).* |
| A. | Evaluate the employee’s ability to perform the responsibilities outlined in the position description: |  |
|  | select item |  |  |
| B. | Provide written feedback on the employee’s ability to perform their responsibilities: |  |
|  | Click or tap here to enter text. |
|  |
| **Part II: CORE COMPETENCIES** |
| A. | Evaluate the employee in each core competency below (MPPs who do not manage staff should not be evaluated on competency 4). |
|  | 1. | **Leadership Skills**Demonstrates sensitivity and awareness in relating to people from diverse backgrounds. Fosters an environment that stimulates enthusiasm, creative innovation, and strategic initiatives. Adapts to changing priorities and demand; integrates change. Contributes to the university's strategic plan and sets appropriate examples for integrity, openness, cooperation, and commitment to the university. Secures cooperation and optimum results through efforts of coworkers and staff. Maintains or contributes to an environment of trust and respect. | select item |
|  | 2. | **Communication/Interpersonal/Customer Service Skills**Communicates effectively using oral and written communication methods. Provides information that is clear, concise, and timely. Listens and responds to staff and coworker ideas, needs, and suggestions and keeps both management and staff informed. Effectively conducts and/or participates in meetings. Behaves in a manner that reflects respect, courtesy and civility, appreciation, empathy, trust, inclusion, and consultation. | select item |
|  | 3. | **Management Skills**Manages human and financial resources while adhering to campus, system, state, and federal policies; mitigates risk. Manages programs, projects and tasks; analyzes and evaluates results. Handles difficult situations in a timely and effective manner. Addresses complaints and resolves problems. Effectively manages timelines. Actively seeks improvement and ways to promote quality; applies feedback to improve performance; monitors own work and work of the department/unit/college/division to ensure quality and effectiveness. | select item |
|  | 4. | **Oversight and Development of Staff**Actively manages staff and provides regular and effective feedback; completes probationary and annual performance evaluations in a timely manner. Establishes purposeful goals and helps staff meet them. Encourages and supports the development of staff. Interviews, hires, and trains employees. Plans, assigns, and directs work. Evaluates, rewards, and disciplines staff. | select item |
| B. | Provide written feedback about the employee’s ability to perform the core competencies: |
|  | enter text |
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| **Part III: GOALS** |
| A. | Review of Existing Goal Plan: Describe the goals for the current review cycle and indicate whether or not they were achieved. |
|  | **Goals** | **Outcome** |
|  | enter text | select item |
|  | enter text | select item |
|  | enter text | select item |
|  | enter text | select item |
|  | enter text | select item |
| B. | Explain goal(s) not achieved: |  |
|  | enter text |
| C. | Identify New/Updated Goal Plan: Describe goals to be considered for the next review period. |
|  | enter text |
|  | enter text |
|  | enter text |
|  | enter text |
|  | enter text |
| **Part IV: OVERALL EVALUATION** |
| A. | *If improvement is needed discuss with your employee. For more information, contact* [*Employee Relations*](https://www.sjsu.edu/up/mycareer/employee-labor-relations/index.php)*.* |
|  | select item |  |
| B. | Provide written feedback about the employee’s overall performance. |
|  | enter text |
| **Part V: SIGNATURES** |
| *When all sections are completed and all signatures obtained, provide a copy to the employee and forward a scanned copy to Human Resources at PerformanceEvaluation@sjsu.edu for inclusion in the personnel file.* |
| **Employee** |
| I have read this document and understand that my signature does not necessarily indicate agreement. |
|  | enter text |  |  |  | date |  |
|  | Name |  | Signature |  | Date |  |
| **Primary Evaluator – Required** |
|  | enter text |  |  |  | date |  |
|  | Name |  | Signature |  | Date |  |
| **Secondary Evaluator (if applicable)** |
|  | enter text |  |  |  | date |  |
|  | Name |  | Signature |  | Date |  |
| **Primary Evaluator’s Manager – Optional** |
|  | enter text |  |  |  | date |  |
|  | Name |  | Signature |  | Date |  |