

STAFF PERFORMANCE PLAN AND EVALUATION

Clark Atlanta University

CONFIDENTIAL DOCUMENT

____ ANNUAL
____ PROBATIONARY
____ IMPROVEMENT PLAN

Name (Last, First, Middle)

Position Title

Starting Date in Position

Unit Area

Department

Evaluation Period

Date of This Evaluation

From: To:

Periodic Reviews:	Date		Date		Date	
	Evaluator		Evaluator		Evaluator	

PART I PERFORMANCE OBJECTIVES

Document here the most critical and important objectives and work projects to be accomplished and evaluated during this performance cycle. The objectives should be written in crisp concise quantifiable statements that describe outcomes that are measurable by results as opposed to activities. Identify what level of performance is satisfactory and how results will be measured. The objectives should be consistent with university and area/unit goals and should also be related to the employee's job description and/or accountabilities. Actual results should be documented and a rating assigned by circling the appropriate numerical Value.

Objective:

Results:

Rating:	Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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Objective:

Results:

Rating:	Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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PART I PERFORMANCE OBJECTIVES

Objective:

Results:

Rating:	Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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Objective:

Results:

Rating:	Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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RATING OF PERFORMANCE OBJECTIVES:

Far Exceeds Expectations	5
Exceeds Expectations at times	4
Meets Expectations	3
Partially Meets Expectations	2
Does not Meet Expectations	1

PART II - COMPETENCIES

Listed below are those competencies i.e. underlying skills, abilities, and behaviors that are necessary for success. Descriptions of the norm are provided for each competency along with a scale to be used in evaluating the degree to which the employee displays the described behaviors, skills and abilities. Circle the appropriate numerical value and provide a rationale for the rating in the comment section.

1. Job knowledge:

Possesses and applies sufficient skill and knowledge to perform all parts of the job effectively, efficiently and safely while Making an active effort to stay up-to-date and learn continuously.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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Comments:

2. Teamwork:

Works effectively with others by sharing information and resources as appropriate, helping others when needed and accepting help and ideas from others with an open mind.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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Comments:

3. Problem Solving:

Uses available resources including other people and data to recognize and analyze work related problems, evaluate potential solutions, and act decisively in recommending or implementing solutions.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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Comments:

4. Accountability:

Assumes ownership of assigned responsibilities along with the outcomes and results achieved and does not make excuses for errors or blame others for mistakes.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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Comments:

5. Human Relations:

Displays a sense of responsibility and responsiveness to students, parents, co-workers, and other constituents of the university while soliciting and accepting feedback and seeking to continuously improve customer/constituent satisfaction.

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does Not Meet
5	4	3	2	1

Comments:

6. Work Quality:

Does tasks thoroughly in a reasonable amount of time with a minimum of error while delivering high quality work products and services consistently.

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does Not Meet
5	4	3	2	1

Comments:

7. Communications:

. Conveys thoughts clearly and presents ideas effectively and concisely both verbally and in writing while also listening attentively to others and asking appropriate questions.

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does Not Meet
5	4	3	2	1

Comments:

8. Adaptability/Flexibility:

Responds well to change and accepts constructive criticism and suggestions willingly while always maintaining objectivity during conflicts and dealing responsibly and maturely with anger, frustration, and disappointment.

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does not Meet
5	4	3	2	1

Comments:

9. Attitude/Motivation:

Displays drive, energy and a positive attitude in completing assignments and interacting with others while maintaining a high level of enthusiasm for the job and the mission of the university.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does not Meet 1
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Comments:

10. Planning and Organizing:

Utilizes time effectively and efficiently by planning and organizing work effectively, identifying required resources needed for projects and by setting appropriate deadlines and checkpoints to meet them.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does not Meet 1
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Comments:

11. Attendance:

Is consistently present for work according to the assigned schedule and absences are not excessive.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does not Meet 1
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Comments:

12. Punctuality:

Is always prompt for prescribed scheduled working hours. Tardiness is not excessive.

Far Exceeds 5	Exceeds at times 4	Meets 3	Partially Meets 2	Does Not Meet 1
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Comments:

RATING OF COMPETENCIES:

Far Exceeds Expectations	5
Exceeds Expectations at times	4
Meets Expectations	3
Partially Meets Expectations	2
Does not Meet Expectations	1

PART III - PEOPLE MANAGEMENT ASSESSMENT

Complete this section only for those managers who have direct responsibility for managing and conducting performance appraisals of other employees. Circle the appropriate numerical value and provide a rationale for the rating in the comments section.

Analytical Ability:

Demonstrates a thorough and accurate grasp of data analysis and an awareness and understanding of relevant policies and procedures. Reviews and discusses relevant policies and procedures with staff and interprets and applies them appropriately. Uses data to determine the effect such information has on the accomplishment of individual and unit objectives.

Comments:

Rating:

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does not Meet
5	4	3	2	1

Leadership Effectiveness:

Obtains maximum results from staff in completing unit objectives in a timely manner. Provides each employee with a detailed job description and performance plan that he/she accepts and understands. Ensures the employees understand the Unit's objectives and their role in accomplishing them. (See Part II- Performance Objectives). Provides new employees with clear, hands-on directions for assigned tasks or delegates that responsibility to an experienced and capable staff member. Applies an appropriate leadership style to meet the needs of each employee to achieve maximum results with assigned tasks. Adheres to University and Unit policies and procedures.

Comments:

Rating:

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does not Meet
5	4	3	2	1

Leadership Efficiency:

Takes prompt action that results in appropriate outcomes. Responds to requests in a timely manner. Uses staff, where appropriate, to assist in collecting and synthesizing data. Creates an open and supportive work environment that encourages employees to ask for help when they make agenda suggestions for staff meetings. Reinforces positive behavior and good work by thanking employees, verbally and/or in writing, for a job well done. Identifies and encourages staff participation in training programs for developmental purposes. Addresses internal conflicts promptly and fairly.

Comments:

Rating:

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does not Meet
5	4	3	2	1

Fiscal Responsibility:

Uses sound judgment in allocating financial and human resources to achieve unit goals and objectives. Develops and implements a budget monitoring system to avoid over spending. Ensures that expenditures are related to the achievement of unit goals and objectives. Avoids the use of employee overtime by allowing adequate lead-time for the completion of tasks.

Comments:

Rating:

Far Exceeds	Exceeds at times	Meets	Partially Meets	Does not Meet
5	4	3	2	1

Rating of People Management	
Far Exceeds Expectations	5
Exceeds Expectations at times	4
Meets Expectations	3
Partially Meets Expectations	2
Does not Meet Expectations	1

PART IV - SUMMARY and OVERALL APPRAISAL

Considering the preceding assessments of Competencies, Objectives and People Management (if appropriate) use this section to summarize and assess the employee's overall performance results for this cycle.

Comments:

OVERALL RATING :	Far Exceeds Expectations	5
	Exceeds Expectations at times	4
	Meets Expectations	3
	Partially Meets Expectations	2
	Does not Meet Expectations	1

Supervisor Signature

Print Supervisor name

Date

PART V - EMPLOYEE COMMENTS

Use this section for the employee to make any comments or observations about this appraisal. The employee's signature indicates receipt and discussion of the evaluation with the supervisor but does not necessarily mean that the employee agrees with it.

Comments:

Employee signature

Print employee name

Date

PART VI - REVIEWING AREA/UNIT HEAD COMMENTS

Comments:

Reviewer's signature

Print reviewer's name

Date