|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name: |  | | | | GEMS Employee ID #: | |  |
| Position Title: |  | | | | College/Div./Dept.: | |  |
| Evaluation Period: | | From (mm/dd/yyyy): | | | To (mm/dd/yyyy): | | |
| Type of Evaluation: | | | Probationary | Annual | | Special | |

***Note: This form should be completed by the employee’s immediate supervisor. All ratings other than “Achieves” must be supported by specific comments and examples.***

**Purpose Statement**

Job performance of Staff employees is reviewed to ensure attainment of goals and objectives, improve communication, and promote career growth and development. The evaluation process involves assessing an employee’s work performance during the review period relative to specific indicators. Performance ratings are determined for each indicator based on specific goals, objectives, and outcomes.

**University Mission and Goals**

All Staff employees at USF should be familiar with the Mission; understand how their role supports and contributes to the University’s Mission and Goals; and explore how their contributions help the University achieve this bold plan.

**Mission**

Led by outstanding faculty and professional staff, the University of South Florida conducts innovative scholarship, creative activity and basic and translational research, and delivers a world-class educational experience promoting the success of our talented and diverse undergraduate, graduate, and professional students. As a public metropolitan research university, USF, in partnership with our communities, serves the people of Florida, the nation, and the world by fostering intellectual inquiry and outcomes that positively shape the future - regionally, nationally and globally.

**Goals**

1. To promote the lifelong success of well-educated, highly skilled, and adaptable alumnae/alumni who lead enriched lives, are engaged citizens and thrive in a dynamic global market.
2. To conduct high-impact research and innovation to advance frontiers of knowledge, solve global problems and improve lives.
3. To be a major social and economic engine creating robust global, national and regional partnerships to build a prosperous and sustainable future for our regional communities and the State of Florida.
4. To provide a safe, inclusive and vibrant community for learning, discovery, creative activities and transformative experiences enabled through adaptive design of physical, social and digital environments.
5. To practice continuous visionary planning and sound management throughout USF to ensure a strong and sustainable financial base, and to adapt proactively to emerging opportunities in a dynamic environment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals and Objectives for this Evaluation Period:** | **Results:** |  |  |
| 1. | Exceeded | Achieved | Not Achieved |
| 2. | Exceeded | Achieved | Not Achieved |
| 3. | Exceeded | Achieved | Not Achieved |
| 4. | Exceeded | Achieved | Not Achieved |
| 5. | Exceeded | Achieved | Not Achieved |

**Ratings:**

***Exemplary*** Performance far exceeds all standards/expectations. Exceptional results are *consistently* produced.

***Commendable***  Performance frequently exceeds standards/expectations.

***Achieves***  Performance consistently meets standards/expectations. Requisite competencies and knowledge are demonstrated.

***Needs Improvement***  Performancedoes not consistently meet standards/expectations. Some requisite competencies and knowledge are demonstrated. Individual may still be learning the job and/or functions and requires additional time to develop.

***Unsatisfactory***  Performance does not meet standards/expectations. Major deficiencies require immediate attention and improvement.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERFORMANCE INDICATORS** | **Exemplary** | **Commendable** | **Achieves** | **Needs Improvement** | **Unsatisfactory** |
| **Job Knowledge**: Demonstrates sufficient knowledge, competency, and understanding to perform all aspects of the job efficiently, effectively, and safely.  **Comments:** |  |  |  |  |  |
| **Productivity**: Meets established deadlines and effectively uses work time to achieve goals and objectives; work effort results in the desired outcomes to include quality, quantity, and timeliness.  **Comments:** |  |  |  |  |  |
| **Quality of Work**: Produces work that is comprehensive in scope, complete in detail, and accurate in content.  **Comments:** |  |  |  |  |  |
| **Communications**: Shares information effectively both verbally and in writing (including formal presentations) with various types of audiences; listens attentively and openly to the ideas, concerns, and suggestions of others.  **Comments:** |  |  |  |  |  |
| **Standards of Service**: Demonstrates a commitment to the University’s established standards of service; interacts professionally and effectively with various customers in both routine and non-routine situations; establishes and develops collaborative relationships with others in the community.  **Comments:** |  |  |  |  |  |
| **Teamwork**: Participates in achieving organizational unit goals and objectives and works effectively with other colleagues at the University.  **Comments:** |  |  |  |  |  |
| **Initiative**: Accepts and carries out current and new responsibilities through resourcefulness and self-reliance.  **Comments:** |  |  |  |  |  |
| **Problem Solving**: Develops sound, timely, and practical solutions to daily challenges and unique conflicts.  **Comments:** |  |  |  |  |  |
| **Other**:  **Comments:** |  |  |  |  |  |
| **Other**:  **Comments:** |  |  |  |  |  |

**Achievements**: *Briefly describe the employee’s most significant strengths and accomplishments during this review period.*

**Areas for Improvement**: Indicate *areas in which the employee should address professional shortcomings and expand competencies. Provide a brief description of a development plan to support achievement (supervisor’s role, resources, etc.).*

**Overall Performance Rating (assign *one* overall rating based on the ratings assigned above):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exemplary** | **Commendable** | **Achieves** | **Needs Improvement** | **Unsatisfactory** |

*Comments:*

|  |
| --- |
| **Goals and Objectives for Next Evaluation Period:** |
| 1.  2.  3.  4.  5. |

**Professional Development Plan**: Include training, competency development, and other efforts.

**Employee Comments**:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  |  | | | |  |  | |  |  |
| Supervisor Name (Print) | |  | Signature | | | |  | Title | |  | Date |
|  | |  |  | | | |  |  | |  |  |
|  | |  |  | | | |  |  | |  |  |
| Next Level Supervisor Name (Print) | |  | Signature | | | |  | Title | |  | Date |
| (Required when overall rating is below Achieves) | | | | | | |  |  | |  |  |
|  | | | | | | | | | | | |
| ***My signature only acknowledges discussion and receipt of this evaluation and does not necessarily imply my agreement.*** | | | | | | | | | | | |
|  | | | | |  |  | | |  |  | |
| **Employee Signature** |  | | |  |  |  | | | **Date** |  | |

Original to: Human Resources Copy to: Employee and Department