

Performance Period: \_\_\_\_\_

Employee: \_\_\_\_\_

Position Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Type of Review: \_\_\_\_\_ Annual

**IMPORTANT:** Review the **University Core Expectations** ( p. 2) as you fill out this form.

**RESULTS** (What was accomplished) Summarize your performance for the review period. Use examples or bullet points.

Job duties/ Performance Management

Special projects

Professional development

List any notable obstacles you encountered in accomplishing your job responsibilities.

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**Performance Goals** Summarize your Goals for the periods below. Use examples or bullet points. (What was accomplished)

**Performance Goals (Last 12 months)**

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**Performance Goals (Next 12 months)**

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**CORE EXPECTATIONS (How results were accomplished - behaviors)**

UNIVERSITY	<b>Core Expectations for Staff</b>	
	<p><b>Service-oriented, Positive Attitude, Helpful</b></p> <ul style="list-style-type: none"> <li>• Provides exceptional service by distributing accurate, useful information that supports university objectives</li> <li>• Holds self and others to a high standard of quality and service</li> </ul> <p>[Sun Devil Service for 2015]</p>	
	<p><b>Trustworthy, Adheres to Ethics and Compliance Standards</b></p> <ul style="list-style-type: none"> <li>• Demonstrates integrity under all circumstances</li> <li>• Adheres to university standards of ethics and compliance</li> <li>• Performs all job duties and functions in compliance with all ASU policies and completes all required training</li> </ul> <p>[Safety Training, Safety Expectations, Service Training]</p>	
	<p><b>Collaborative, Team-oriented</b> Works effectively with others, both inside and outside the university, to accomplish university goals</p>	
	<p><b>Productive , Commitment to ASU</b></p> <ul style="list-style-type: none"> <li>• Improves university effectiveness by finding creative solutions that increase access to educational resources</li> <li>• Identifies and resolves problems and otherwise advances university mission</li> </ul>	
	<p><b>Flexible, Adaptable</b></p> <ul style="list-style-type: none"> <li>• Welcomes and adjusts quickly to change</li> <li>• Remains flexible and productive at all times</li> </ul>	
	<p><b>Respectful Communicator</b></p> <ul style="list-style-type: none"> <li>• Expresses ideas clearly and adjusts communications to the intended audience</li> <li>• Recognizes the need to communicate effectively with diverse faculty, staff and students throughout the university</li> </ul>	
	<p><b>Resourceful, Committed to Sustainability</b></p>	

- Actively seeks, acquires and promptly applies new knowledge and skills to support university goals
- Is aware of and supports the university's sustainability programs
- **[Sustainability Expectations]**