

Affiliate ID: _____ Performance Period: _____ Evaluation Date: _____
 Employee Name: _____ Position Title: _____
 Supervisor: _____ Department: _____
 Type of Review: _____ Annual _____ Probationary _____ Other: _____

U N I V E R S I T Y	Core Expectations for Staff		Rating 5 (high) - 1 (low)					Supervisor Comments	
	See "Evaluation Rating Chart" prior to rating		5	4	3	2	1	REQUIRED for Rating 5, 1 Recommended for Rating 4, 3, 2	
	Service-oriented, Positive Attitude, Helpful								
	Trustworthy, Adheres to Ethics and Compliance Standards								
	Collaborative, Team-oriented								
	Productive, Commitment to ASU								
	Flexible, Adaptable								
	Respectful Communicator								
Resourceful, Committed to Sustainability									
D E P A R T M E N T	Performance Summary								
	Provide a brief narrative (or bullet points) that summarizes the employee's performance, accomplishments or deficiencies in the prior performance period.								
	<i>Responsibility</i>		<i>Goal, Example, Measure of Success</i>			<i>Current Performance</i>			
OVERALL RATING									
5 – Consistently Exceeds Performance Expectations		4 – Frequently Exceeds Performance Expectations		3 – Performance Expectations Fulfilled		2 – Inconsistently Fulfills Performance Expectations		1 – Fails to Meet Performance Expectations	
F O C U S	Performance Goals				Development Plan				
	Supervisor to list employee's major areas of focus for next 12 months. List 3-4 major job-related goals.				Provide a plan to enhance performance in the ASU Core Expectations area for next 12 months.				
Employee Comments						<input type="checkbox"/>	Concur	<input type="checkbox"/>	Do not concur

PERFORMANCE EVALUATION TEMPLATE – ASU Staff

Employee Signature: _____ Date: _____ Date Entered into PeopleSoft: _____ See Attached Documentation: _____
 Supervisor Signature: _____ Date: _____ Management Review: _____ Date: _____

Evaluation Rating Chart

5. Consistently Exceeds Performance Expectations	4. Frequently Exceeds Performance Expectations	3. Performance Expectations Fulfilled	2. Inconsistently Fulfills Performance Expectations	1. Fails to Meet Performance Expectations
<ul style="list-style-type: none"> Consistently exceeds performance expectations Demonstrates exceptional quality of work in all essential areas of responsibility Always makes an exceptional or unique contribution in achievement of unit, department, and university objectives 	<ul style="list-style-type: none"> Always achieves performance expectations and frequently exceeds them Demonstrates performance of a very high level of quality Significantly contributes to the success of the services and projects they support 	<ul style="list-style-type: none"> Consistently fulfills performance expectations and <i>periodically</i> may exceed them Work is of high quality in all significant areas of responsibility Any performance concerns are resolved through coaching, feedback, and self initiative 	<ul style="list-style-type: none"> The employee's work does not consistently meet the most basic job requirements of the position. While the employee may have performed acceptably in some areas, overall job performance needs to be improved A performance improvement plan is to be discussed and agreed to by the employee and the supervisor Failure to demonstrate improvement may result in additional action 	<ul style="list-style-type: none"> The employee's work is below the basic requirements and immediate and continued improvement is required A performance improvement plan is to be discussed and agreed to by the employee and the supervisor Continued failure to show improvement may result in additional action

University Core Expectations - ASU Staff

Service-oriented, Positive Attitude, Helpful	Trustworthy, Adheres to Ethics and Compliance Standards	Collaborative, Team-oriented	Productive, Commitment to ASU	Flexible, Adaptable	Respectful Communicator	Resourceful, Committed to Sustainability
<ul style="list-style-type: none"> Provides exceptional service by distributing accurate, useful information that supports university objectives Holds self and others to a high standard of quality and service 	<ul style="list-style-type: none"> Demonstrates integrity under all circumstances Adheres to university standards of ethics and compliance 	<ul style="list-style-type: none"> Works effectively with others, both inside and outside the university, to accomplish university goals 	<ul style="list-style-type: none"> Improves university effectiveness by finding creative solutions that increase access to educational resources Identifies and resolves problems and otherwise advances university mission 	<ul style="list-style-type: none"> Welcomes and adjusts quickly to change Remains flexible and productive at all times 	<ul style="list-style-type: none"> Expresses ideas clearly and adjusts communications to the intended audience Recognizes the need to communicate effectively with diverse faculty, staff and students throughout the university 	<ul style="list-style-type: none"> Actively seeks, acquires and promptly applies new knowledge and skills to support university goals Is aware of and supports the university's sustainability programs <p style="color: blue; text-decoration: underline;">Sustainability Expectations</p>

PERFORMANCE EVALUATION TEMPLATE – ASU Staff