| University Personnel | | | | | 408-924-2250 | | | | performanceevaluation@sjsu.edu | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | |
| **EMPLOYEE INFORMATION** | | | | | | | | | | | |
| Full Name: | | | | | | | | | | SJSU ID: | |
| Enter Text | | | | | | | | | | Enter Text | |
| Working Title: | | | | | | | Department: | | | | |
| Enter Text | | | | | | | Enter Text | | | | |
| Evaluation Period: | | | | | | | | | Last Evaluation: | | |
| From: | Enter Date | | To: | Enter Date | | | | | Enter Date | | |
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| **EVALUATION TYPE** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Select Type: | | SELECT | | | | Completed by: | | SELECT | | |  |
|  | | | | | | | | | | | |
| If Other: | | Enter Text | | | | | | | | |  |
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| **APPROPRIATE ADMINISTRATOR** | | | | | | | | | | | |
| Full Name: | | | | | | | | | | SJSU ID: | |
| Enter Text | | | | | | | | | | Enter Text | |
| Working Title: | | | | | | | Department: | | | | |
| Enter Text | | | | | | | Enter Text | | | | |
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| **EVALUATOR (if other than the appropriate administrator)** | | | | | | | | | | | |
| Full Name: | | | | | | | | | | SJSU ID: | |
| Enter Text. | | | | | | | | | | Enter Text | |
| Working Title: | | | | | | | Department: | | | | |
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**Evaluation Definitions**

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

* **Exceptional (E)** – Performance is outstanding and goes above and beyond in all areas of responsibility resulting in superior work and results. Demonstrates an ongoing contribution that is innovative, above and beyond what is expected, and in alignment with the university’s strategic plan. Performance has made a significant impact.
* **Exceeds Expectations (X)** - Performance consistently meets all, and exceeds some job requirements. Often takes initiative to seek out new opportunities for continuous improvement. Assumes an active role in helping others be successful.
* **Valued Contributor (Satisfactory) (V)** - Performance consistently meets all job requirements. Focuses and delivers on agreed upon priorities of the job. Work quality and quantity consistently meets expectations. Qualified, competent and a solid team member.
* **Improvement Needed (Below Satisfactory) (I)** - Performance meets some, but not all job requirements. Goals and/or deadlines are not consistently met; may require close supervision and follow-up.

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| **Part I: POSITION RESPONSIBILITIES** | | | | | | | | | | | | | | | | | | | | |
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| A. | | | Date position description last updated: | | Enter Date | | | | |  | | | | | | | | | | |
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| B. | | | Is position description current? | | SELECT | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | *Updates to position descriptions should be submitted to classification/compensation (classcomp@sjsu.edu).* | | | | | | | | | | | | | | | | | |
| C. | | | Evaluate the employee's performance of the responsibilities outlined in the position description: | | | | | | | | | | | | | | | | |  | |
|  | | | SELECT | | | | |  | | | | | | | | | | | |  | |
| D. | | | Provide written feedback on the employee's performance of his or her responsibilities: | | | | | | | | | | | | | | | | | | |
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| **Part II: CORE COMPETENCIES** | | | | | | | | | | | | | | | | | | | | | |
| A. | | Evaluate the employee's performance for each core competency. | | | | | | | | | | | | | | | | | | | |
| 1. | | **Attendance/Punctuality** Adheres to policies and procedures related to attendance. Reports to work, meetings and campus events as scheduled, and returns from breaks and lunch in a timely manner. | | | | | | | | | SELECT | | | | | | | | | | |
| 2. | | **Task Management** Plans, organizes, and completes work in an effective and timely manner. Sets priorities, adapts to changing demands, and adheres to deadlines. Seeks opportunities to learn and improve. | | | | | | | | | SELECT | | | | | | | | | | |
| 3. | | **Customer Focus** Delivers high quality customer service in a courteous and professional manner. Effectively responds to the needs of customers and coworkers. Actively seeks feedback to ensure ongoing customer satisfaction. | | | | | | | | | SELECT | | | | | | | | | | |
| 4. | | **Communication and Interpersonal Skills** Effectively communicates verbally and in writing. Provides information that is clear, concise, and timely. Listens and responds to ideas, needs, and suggestions and keeps work lead and/or management informed. Actively participates in meetings and behaves in a manner that reflects respect and civility. Maintains composure during stressful situations. | | | | | | | | | SELECT | | | | | | | | | | |
| 5. | | **Teamwork and Relationships** Cooperates and collaborates with colleagues and works in partnership with others to achieve team goals and objectives. Works in a safe manner and ensures the safety of others as appropriate. | | | | | | | | | SELECT | | | | | | | | | | |
| 6. | | **Work Lead (if applicable)** Coordinates and monitors work, ensuring productivity and quality. Works with management to set goals and achieve unit's objectives. Collaborates with management giving regular and effective feedback and provides input for probationary and annual performance evaluations. | | | | | | | | | SELECT | | | | | | | | | | |
| B. | | Provide written feedback about the employee's performance of the core competencies: | | | | | | | | | | | | | | | | | | |
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| **Part III: GOALS** | | | | | | | | | | | | | | | | | | | | |
| A. | | | List the goals for the current review cycle and indicate status. | | | | | | | | | | | | | | |  | | |
|  | | | **GOALS** | | | | | | | | | | | | **STATUS** | | | | | |
| 1. | | | Enter Text | | | | | | | | | | | | SELECT | | | | | |
| 2. | | | Enter Text | | | | | | | | | | | | SELECT | | | | | |
| 3. | | | Enter Text | | | | | | | | | | | | SELECT | | | | | |
| 4. | | | Enter Text | | | | | | | | | | | | SELECT | | | | | |
| 5. | | | Enter Text | | | | | | | | | | | | SELECT | | | | | |
| B. | | | Explain goal(s) not achieved: | | | | | | | | | | | | | | | | | |
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| C. | | | Describe goals to be considered for the next review cycle: | | | | | | | | | | | | | | |  | | |
|  | | | **FUTURE GOALS** | | | | | | | | | | |  | | | | | | |
| 1. | | | Enter Text | | | | | | | | | | | | | | | | | |
| 2. | | | Enter Text | | | | | | | | | | | | | | | | | |
| 3. | | | Enter Text | | | | | | | | | | | | | | | | | |
| 4. | | | Enter Text | | | | | | | | | | | | | | | | | |
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| **Part IV: OVERALL EVALUATION** | | | | | | | | | | | | | | | | | | | | |
| A. | | Using the definitions on page 1, indicate the overall evaluation for the employee. Review the position responsibilities and core competencies sections to ensure a comprehensive overall evaluation. | | | | | | | | | | | | | | | | |  | |
|  | | SELECT | | | | |  | | | | | | | | | | | |  | |
| B. | | Provide written feedback about the employee's overall performance: | | | | | | | | | | | | | | | | | | |
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| **Part V: IMPROVEMENT PLAN (if applicable)** | | | | | | | | | | | | | | | | | | | | |
| If you have evaluated your employee Improvement Needed (Below Satisfactory) in part(s) I and/or II of this form, you must complete the Improvement Plan. Discuss the plan and provide a copy to your employee.  Email a scanned copy of the Improvement Plan to **PerformanceEvaluation@sjsu.edu** for inclusion in the personnel file. | | | | | | | | | | | | | | | | | | |  | |
| **Part VI: DRAFT EVALUATION** | | | | | | | | | | | | | | | | | | | | |
| *Discuss the draft evaluation with the employee, provide them a copy, and complete the fields below.* | | | | | | | | | | | | | | | | | | | | |
| Date evaluation was discussed with the employee: | | | | | | | | | | | |  | Enter Date | | | | | | | |
|  | | | | | | | | | | | |  |  | | | | | | | |
| Date input is due to the evaluator (5 work days from evaluation date): | | | | | | | | | | | |  | Enter Date | | | | | | | |
|  | | | | | | | | | | | |  |  | | | | | | | |
| Date final evaluation is due to the employee (10 work days from evaluation date): | | | | | | | | | | | |  | Enter Date | | | | | | | |
|  | | | | | | | | | | | |  |  | | | | | | | |
|  | **Employee** | | | | | | | | | | | | | | | | | | | |
|  | *I have read this document and discussed it with my evaluator.* | | | | | | | | | | | | | | | | | | | |
|  | Enter Text | | |  | |  | | | | | | | |  | | Enter Date | | |  | |
|  | Name | | |  | | Signature | | | | | | | |  | | Date | | |  | |
|  | **Evaluator** | | | | | | | | | | | | | | | | | | | |
|  | Enter Text | | |  | |  | | | | | | | |  | | | Enter Date | |  | |
|  | Name | | |  | | Signature | | | | | | | |  | | | Date | |  | |
| **Part VII: FINAL REVIEW** | | | | | | | | | | | | | | | | | | | | |
|  | **Evaluator** | | | | | | | | | | | | | | | | | | | |
|  | Enter Text | | |  | |  | | | | | | | |  | | Enter Date | | |  | |
|  | Name | | |  | | Signature | | | | | | | |  | | Date | | |  | |
|  | **Appropriate Administrator** | | | | | | | | | | | | | | | | | | | |
|  | Enter Text | | |  | |  | | | | | | | |  | | | Enter Date | |  | |
|  | Name | | |  | | Signature | | | | | | | |  | | | Date | |  | |
|  | **Employee** | | | | | | | | | | | | | | | | | | | |
|  | *My signature below indicates receipt of the final copy of the evaluation. It does not necessarily indicate agreement with its content.* | | | | | | | | | | | | | | | | | | | |
|  | Enter Text | | |  | |  | | | | | | | |  | | Enter Date | | |  | |
|  | Name | | |  | | Signature | | | | | | | |  | | Date | | |  | |
| When all sections are completed and all signatures obtained, provide a copy to the employee and email a scanned copy to **PerformanceEvaluation@sjsu.edu** for inclusion in the personnel file. Keep the original for your own records. Do not email the self-evaluation or position description. | | | | | | | | | | | | | | | | | | | | |