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| **Metropolitan State University at Denver** |
| |  |  |  |  | | --- | --- | --- | --- | | **Evaluation Period** | Evaluation Start Date | **To** | Evaluation End Date |   **CLASSIFIED PERFORMANCE MANAGEMENT FORM** |



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| **Employee Name:** | Click here to enter text. | **900#:** | Employee 900# |
| **Job Title:** | Job Title | **Position#:** | Employee Position # |
| **Supervisor:** | Supervisor Name | **Title:** | Supervisor Title |
| **Department:** | Department | **900#:** | Supervisor 900# |

**PERFORMANCE PLANNING** (due by August 31st or within 30 days of appointment, e.g., hire, promotion, transfer, new assignment)

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| * Review current Position Description Questionnaire and update if needed.   Select only one option   * Establish and discuss individual performance objectives. * PDQ reviewed (**required** when permanent and substantial changes are made)  **Yes**  **No** | |
| This performance plan has been reviewed and understood. | |
| **I  Agree  Disagree** with plan (attach written explanation for disagreement).  Select only one option | |
| Supervisor Signature: Supervisor Signature | Date: Select Current Date |
| Employee Signature: Employee Signature | Date: Select Current Date |

**MID-YEAR PROGRESS REVIEW MEETING** (due by the end of February)

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| 6-Month Review ***(REQUIRED)*** | |
| Supervisor Signature: Supervisor Signature | Date: Select Current Date |
| Employee Signature: Employee Signature | Date: Select Current Date |

**OVERALL EVALUATION** (due by August 31st unless change of supervisor)

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| This evaluation has been reviewed and understood. **I  Agree  Disagree** with evaluation (attach written explanation for disagreement).  Select only one option | |
| Supervisor Signature: Supervisor Signature | Date: Select Current Date |
| Reviewer Signature: Reviewer Signature | Date: Select Current Date |
| Employee Signature: Employee Signature | Date: Select Current Date |
| Human Resources Signature: Human Resources Signature | Date: Select Current Date |

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| * Discuss performance results relative to the performance plan, including accomplishments, performance data and completion of core competencies and objectives. * Supervisor completes evaluation form including narrative explanation and overall evaluation. Submit the form and rating to reviewer prior to presenting to the employee. * Reviewer approves evaluation and recommended rating or discusses with supervisor. * Rating reviewed by HR if it is Exceptional or Needs Improvement.   Final evaluation and rating discussed with employee and signed. Signed document due to HR by ***August*** 15th. | | | | |
| ***Type of Rating:*** | Transfer | Promotion | Change in Supervisor | Final Annual Rating |

Select only one option

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| *Exceptional (5)* | Employees at this level consistently make extraordinary contributions through superior performance on key goals, serve as a role model of organizational values, and contribute significantly to the mission of the Department. Peers, immediate supervisors, higher-level management, and others recognize and depend upon the employee’s level of performance. An extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative is exhibited at this level. The employee demonstrates exceptional job mastery in all major areas of responsibility and their contributions to the organization are of marked excellence. |
| *Highly Effective (4):* | Employees at this level demonstrate highly effective performance by making significant contributions and impact on the goals of the Department. The employee consistently models organizational values to others and performance at this level exceeds the expectations of their position. Colleagues rely on these employees for advice on process or subject matter expertise. All goals, objectives, and targets are consistently achieved above the established standards. |
| *Effective (3):* | Employees at this level reliably and consistently meet all the expectations, standards, requirements, and objectives of the employee’s position. They demonstrate organizational values, along with a willingness and ability to grow for the benefit of the Department. At this level, performance meets expectations in terms of quality of work, efficiency, and timeliness with the most critical goals being met. |
| *Needs Improvement (2):* | At this level, employee performance and/or behavior do not consistently meet minimum expectations of what is expected of the employee’s position. While the employee shows capability and willingness to progress, they may require development in a key skill area(s) to be fully effective in the role. Employee’s failure to exhibit marked improvement may result in performance management. |
| *Unacceptable (1):* | At this level, employee performance and/or behavior do not meet minimum job expectations of the position. The employee does not meet key goals and/or does not demonstrate competence in critical job skills. Immediate and sustained performance improvement is needed. Employee’s failure to exhibit immediate marked improvement will result in corrective and/or disciplinary action. |

Select only one option

Select only one option

| **Planning Comments:**  Enter Planning Comments |
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| **Mid-Year Comments:**  Enter Mid-Year Comments |
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| **Supervisory Overall Evaluation Justification for the Rating:** Please include employee strengths and areas that could be improved.  Describe Justification for rating here. |
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| **Employee Comments:** Attach documents if more space is needed.  Enter Employee comments here. |
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| *For additional information, consult your supervisor or Human Resources Department. Submit copies to your supervisor and Human Resources.* |

**PART I. CORE COMPETENCIES**

Review the following CORE COMPETENCIES with the employee you supervise. At the year-end evaluation, rate each of the competencies by placing a check mark next to the rating level.

Select only one option

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| **COMPETENCY** | **RESULTS**  *List noteworthy results, events, and accomplishments that demonstrate the level of performance.* | **RATING** |
| **Accountability:** Demonstrates responsible, personal, and professional conduct that contributes to the overall goals and objectives of MSU Denver.   * Shows personal and professional pride in work. * Displays a high degree of honesty and integrity. * Conveys a positive professional image of MSU Denver. | Describe Accountability results here. |  |
| Exceptional (5)  Highly Effective (4)  Effective (3) |
| Needs Improvement (2) |
| Unacceptable (1) |
| **Job Knowledge:** Skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.   * Shares knowledge with co-workers and shares opportunities to increase knowledge of relevant job skills. * Follows policies, procedures, and rules to contribute to a positive, productive, and safe work environment. * Develop innovative ways to provide cost-effective solutions which lessen the burden or complexity of doing business under increasing constraints. | Describe Job Knowledge results here. |  |
| Exceptional (5)  Highly Effective (4)  Effective (3) |
| Needs Improvement (2) |
| Unacceptable (1) |
| **Communication/Customer Service/Interpersonal Skills:** Effectively communicates by actively listening and sharing relevant information with co-workers, supervisor(s), and customers so as to anticipate problems and ensure the effectiveness and smooth working relationships of MSU Denver. Additionally, works effectively with internal/external customers to   * Responds promptly, courteously, and effectively  to customers. Further, treats others fairly and without prejudice or bias, and handles conflict effectively. * Provides accurate, complete, and timely information, both written and verbal. Additionally, considers internal and external customers’ input to improve products and services. * Proactively engages customers to understand their needs and identify solutions in a collaborative manner. | Describe Communication/Customer Service and Interpersonal Skills results here. |  |
| Exceptional (5)  Highly Effective (4)  Effective (3) |
| Needs Improvement (2) |
| Unacceptable (1) |

**PART II. MAJOR JOB DUTIES**

**Directions:** Please list up to 5 JOB DUTIES for which the employee is responsible for. At year end evaluation rate each duty by placing a check mark next to the level rating. In rating each job duty, consider the following: to what extent does employee demonstrate occupational/professional competence, maintain/update job knowledge, work cooperatively with others, meet schedules and deadlines, and meet a level of quality and quantity for the assignment, take responsibility for decisions made, resolve day-to-day problems?

⃰⃰⃰⃰ PDQ reviewed (**required** when permanent and substantial changes are made). **Yes  No**

Select only one option

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| **Major Job Duty #1**  Describe Job Duty 1 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Major Job Duty #2**  Describe Job Duty 2 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Major Job Duty #3**  Describe Job Duty 3 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Major Job Duty #4**  Describe Job Duty 4 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Major Job Duty #5:**  Describe job Duty 5 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

**PART III. PERFORMANCE GOALS**

**Directions:** During the planning phase, the last area to be discussed is PERFORMANCE G OALS**.** List up to 5 goals for which the employee is responsible for attaining. At year end evaluation, rate each goal by placing a check mark next to the rating levels of Exceptional, Successful, and Needs Improvement. In rating each goal, consider the following: to what extent does the employee meet individual, department, and/or University goals? • Goals can be outside job duties such as serving on University committees or professional development.

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| **Goal #1**  Enter Goal 1 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Goal #2**  Enter Goal 2 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Goal #3**  Enter Goal 3 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Goal #4**  Enter Goal 4 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |

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| **Goal #5**  Enter Goal 5 | | | | |
| Exceptional (5) | Highly Effective (4) | Effective (3) | Needs Improvement (2) | Unacceptable (1) |