

2018-19 Final Assessment

ALTERNATIVE PERFORMANCE ASSESSMENT

This form is an optional alternative for the ePDP for the 2018-19 year

Staff Full Name:	Supervisor Name:
Title:	Unit:
Date	Employee G #

INSTRUCTIONS:

- For academic year 2018-19 you may use this form as a replacement for the online ePDP system.
- *Optional:* You may want to send this form to your staff member to complete their portions first. They should then email you the document with their modifications.
- Provide feedback for the staff member in the document. **CHANGE THE FILE NAME** to include the staff member's name: Example "John Doe 2019 assessment.pdf"
- You should meet with the staff member to discuss this assessment.
- When you have completed the discussion with the staff member, make any modifications, and "sign" the validation at the end of the form by typing your name in the appropriate space.
- Send the document with the **CORRECT FILE NAME** to perfmgmt@gvsu.edu or "GV Performance Management" in the Outlook address book.
- Contact Dev Butler 331-2218 or Noelia Siriamphone 331-3820 for questions

IMPORTANT!

Please limit your text to the space provided. Text extending beyond data entry boxes will not be captured in OnBase, the document's final destination.

Job Responsibilities

Staff Member: Identify no more than four (4) job responsibilities. Provide a rating of your performance for each responsibility. Use the pull down menu under “staff rating.”

Supervisor: At the end of performance review year, rate staff member’s performance of identified responsibilities. Use the pull down menu under “supervisor rating.”

Responsibility #1		Staff Rating
		Supervisor Rating
Staff Comments (optional)		
Supervisor Comments (optional)		

Responsibility #2		Staff Rating
		Supervisor Rating
Staff Comments (optional)		
Supervisor Comments (optional)		

Goal Achievement

Staff Member: Identify no more than four (4) goals you worked on this year. For each goal, rate your goal achievement using the pull down menu under “staff rating.”

Supervisor: At the end of the performance review year, rate staff member's performance in achieving each goal. Use the pulldown menu under “supervisor rating.”

Goal #1		Staff Rating
		Supervisor Rating
Staff Comments (optional)		
Supervisor Comments (optional)		

Goal #2		Staff Rating
		Supervisor Rating
Staff Comments (optional)		
Supervisor Comments (optional)		

University Competencies

Definitions of the eight (8) competencies are located on the ePDP website under “University Competencies.” <https://www.gvsu.edu/hro/epdp>

Competency #1	Staff Rating
<i>University Values</i>	
	Supervisor Rating
Staff Comments (optional)	
Supervisor Comments (optional)	

Competency #2	Staff Rating
<i>Customer Service</i>	
	Supervisor Rating
Staff Comments (optional)	
Supervisor Comments (optional)	

Competency #3	Staff Rating
<i>Quality of Work</i>	
	Supervisor Rating
Staff Comments (optional)	
Supervisor Comments (optional)	

Competency #4	Staff Rating
<i>Initiative</i>	
	Supervisor Rating
<p>Staff Comments (optional)</p> <p>Supervisor Comments (optional)</p>	

Competency #5	Staff Rating
<i>Communication</i>	
	Supervisor Rating
<p>Staff Comments (optional)</p> <p>Supervisor Comments (optional)</p>	

Competency #6	Staff Rating
<i>Interpersonal Effectiveness</i>	
	Supervisor Rating
<p>Staff Comments (optional)</p> <p>Supervisor Comments (optional)</p>	

Professional Development

Staff member: Identify up to three goals for professional development.

Development Goal #1
Comments about progress

Development Goal #2
Comments about progress

Development Goal #3
Comments about progress

Overall Performance Rating

To be completed by the SUPERVISOR at the end of the year.

Check Only One	Overall Rating Statement
	Consistently and substantially exceeds requirements of the position and performs at maximum levels of effectiveness. This rating reflects highly accomplished staff members who are innovative, creative problems solvers, implementing new ways of working or processing information to make a significant, positive change for the department and for the university.
	Usually exceeds requirements of the position and usually performs at high levels of effectiveness, with accomplishments made in unexpected areas as well. This rating reflects staff members whose contributions enhance the ability to achieve departmental and university goals.
	Meets requirements of the position in a satisfactory and reliable manner. This rating reflects staff members who consistently meet expectations, resulting in regular, ongoing achievement of the requirements of the position, and whose contributions support the ability to achieve department and university goals.
	Does not meet several requirements of the position in a consistently satisfactory reliable manner. This rating reflects staff members who meet some of the requirements, but need to improve performance to meet other requirements of the position. Note: Supervisors of staff in this category must complete a Performance Improvement Plan with the staff member (see Human Resources for assistance).
	Does not meet the requirements of the position. Staff members in this category have serious performance deficiencies in key areas and consistently fail to meet requirements. Immediate, substantial and sustained improvement is necessary. Note: Supervisors of staff members in this category must contact Human Resources to discuss this situation.
	<i>For New Staff Only:</i> This rating reflects new staff, with six (6) months or less of service, while not fully satisfactory in all areas yet, staff member is making steady progress in learning and developing new skills, and demonstrating potential to meet or exceed requirements of the position.
	<i>For New Staff Only:</i> This rating reflects new staff, with six (6) months or less of service not making steady progress in learning and developing new skills, and not demonstrating potential to meet or exceed requirements of the position.

Comment Section

Staff Comments on Self-Performance

Supervisor Comments on Staff Performance

Validation

By entering your name, you verify you have reviewed this performance document with the staff member.

Supervisor Name: