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| **SALISBURY UNIVERSITY** | **Staff Performance Assessment Form**  **Exempt and Non-Exempt** | |  |
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| Employee Name: | Click or tap here to enter text. | Supervisor Name: | Click or tap here to enter text. |
| Employee Job Title: | Click or tap here to enter text. | Supervisor Title: | Click or tap here to enter text. |
| Exempt or Non-Exempt: | Choose an item. | Department: | Click or tap here to enter text. |
| Is the employee’s job description up-to-date? | NO  YES  Please attach updated [job description](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/position-management-and-compensation/) upon submission if needed. | Have the required trainings been completed? | NO  YES  Please complete all [required trainings](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/careers/professional-development.aspx) as needed. |
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| **Section 1: Performance Goal Appraisal**  *This section outlines the rating scale and provides space to share the 3-5 goals that the employee was working towards in the past year. Supervisors should assess the employee’s performance towards each goal and provide a rating using the scale below. Employees and/or Supervisors may provide comment or feedback about each goal as they see fit.* | | | |
| |  |  | | --- | --- | | **Ratings** | **Rating Descriptions** | | **3** | **Exceeds Expectations:** Staff member exceeds expectations by stepping beyond the scope of their job description. Performance that exceeded expectations was due to the staff member’s effort and skill. | |  |  | | **2** | **Meets Expectations:** Staff member’s performance fully meets the established job expectations and may on occasion exceed expectations. The staff member generally performs well and requires little additional guidance. | |  |  | | **1** | **Below Expectations:** Staff member’s performance generally fails to meet the established expectations or requires frequent supervision and/or the redoing of work. The staff member does not perform at the level expected for employees doing this type of work. Below standard job performance is due to the staff member’s lack of skill or effort. | |  |  | | | | |

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| ***Example Goal 1: Process Design Documents*** | ***Example Goal 1 Rating:*** |
| *Build 10 different process outlines that are properly vetted and shared. Update the department website with the new process designs and communicate the changes.* | *2 – Meets Expectations* |
| ***Example Comments or Feedback:*** |  |
| *Example Employee Comment: This goal provided several engagement opportunities that led to 8 very detailed design documents that seem to be working well. The last 2 were more difficult but were still completed on time.*  *Example Supervisor Feedback: After speaking with the department, the process design documents seem to be helpful. Through our weekly meetings I believe each document was thoroughly vetted. We can continue to work on the last 2 as I realize there were changes to these processes mid-project. Great job!* |  |
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| **Goal 1:** | **Goal 1 Rating:** |
| Click or tap here to enter text. | Choose an item. |
| Comments or Feedback: |  |
| Click or tap here to enter text. |  |
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| **Goal 2:** | **Goal 2 Rating:** |
| Click or tap here to enter text. | Choose an item. |
| Comments or Feedback: |  |
| Click or tap here to enter text. |  |
| **Goal #1:** |  |
| **Goal 3:** | **Goal 3 Rating:** |
| Click or tap here to enter text. | Choose an item. |
| Comments or Feedback: |  |
| Click or tap here to enter text. |  |
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| **Goal 4:** | **Goal 4 Rating:** |
| Click or tap here to enter text. | Choose an item. |
| Comments or Feedback: |  |
| Click or tap here to enter text. |  |

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| **Section 2: Job Responsibility Appraisal**  *This section should describe the specific duties performed by the employee in this position that are assessed over the performance year. The functions, responsibilities, or skills should align with what is described in the job description on file and vary depending on if the position is exempt or non-exempt. For example, generally exempt jobs are assessed by job function and non-exempt jobs are assessed by responsibility or skill. This section should be consistent with what has been assessed in the past for the position.* | |
| Primary Job Functions, Responsibilities or Skills | **Rating** |
| *Example: Time Management* | *2 – Meets Expectations* |
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| 1. Click or tap here to enter text. | Choose an item. |
| 2. Click or tap here to enter text. | Choose an item. |
| 3. Click or tap here to enter text. | Choose an item. |
| 4. Click or tap here to enter text. | Choose an item. |

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| **Section 3: Performance Summary and Overall Rating**  *This section provides space for the employee to evaluate their own performance along with the supervisor. These evaluations should include overall observations about performance in the past year and areas to improve on in the future. Comments should effectively summarize and support the overall performance rating. The overall rating should be consistent with the feedback given throughout the review.* | |
| Employee Self-Evaluation of Performance: | Click or tap here to enter text. |
| Supervisor Evaluation of Performance: | Click or tap here to enter text. |
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| Year-End Overall Performance Rating: | 2 Choose an item. |
| **Exceeds Expectations (3) Meets Expectations (2) Below Expectations (1)** | |

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| **Section 4: Goal Setting and Development Plan**  *This section provides space for the 3-5 SMART goals for next year. Please describe your expectations of the goal and the action steps or strategy required to meet it. Then, define what success looks like and how you (as supervisor) can support the effort to help the employee achieve the desired outcome. Finally, share the target completion date for each specific goal. This will set the criteria for the upcoming appraisal year and allow for the measurement of progress until that time.*  SMART GOALS = Specific, Measurable, Achievable, Relevant and Time-bound. | |
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| *Example SMART Goal 1:* | *Improve communication within the team.* |
| *Example SMART Goal Description:* | *Use Microsoft Teams to organize different chat channels and team communication around projects and initiatives. Monitor the productivity of those chats on a weekly basis. Recognize the efforts of members stepping up to communicate more consistently.* |
| *Example Measure of Success and Support:* | *The weekly metrics should show increased communication. I will support this effort by using the chat channels you develop and encouraging others to do the same. If we hit any road bumps we can partner together to adjust.* |
| *Example Target Check-In & Completion Date:* | *By January 1, 2026 I would like to see everyone on your team using the chat channels you developed.* |
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| **SMART Goal 1:** | Click or tap here to enter text. |
| Goal Description: | Click or tap here to enter text. |
| Measure of Success and Support: | Click or tap here to enter text. |
| **Target Check-In & Completion Date:** | Click or tap here to enter text. |
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| **SMART Goal 2:** | Click or tap here to enter text. |
| Goal Description: | Click or tap here to enter text. |
| Measure of Success and Support: | Click or tap here to enter text. |
| **Target Check-In & Completion Date:** | Click or tap here to enter text. |
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| **SMART Goal 3:** | Click or tap here to enter text. |
| Goal Description: | Click or tap here to enter text. |
| Measure of Success and Support: | Click or tap here to enter text. |
| **Target Check-In & Completion Date:** | Click or tap here to enter text. |
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| **SMART Goal 4:** | Click or tap here to enter text. |
| Goal Description: | Click or tap here to enter text. |
| Measure of Success and Support: | Click or tap here to enter text. |
| **Target Check-In & Completion Date:** | Click or tap here to enter text. |
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| **Section 5: Job Responsibility Outline**  *This section should describe the specific duties performed by the employee in this position that are assessed over the performance year. The functions, responsibilities, or skills should align with what is described in the job description on file and vary depending on if the position is exempt or non-exempt. For example, generally exempt jobs are assessed by job function and non-exempt jobs are assessed by responsibility or skill. This section should be consistent with what has been assessed in the past for the position.* | |
| Primary Job Functions, Responsibilities or Skills | **Description of Primary Job Functions, Responsibilities or Skills** |
| *Example: Time Management* | *Manage your time appropriately to complete assigned tasks. Reschedule no more than 3 major projects a year. Keep your calendar up to date and team informed.* |
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| 1. Click or tap here to enter text. | Click or tap here to enter text. |
| 2. Click or tap here to enter text. | Click or tap here to enter text. |
| 3. Click or tap here to enter text. | Click or tap here to enter text. |
| 4. Click or tap here to enter text. | Click or tap here to enter text. |

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| **Section 6: Review and Signatures**  *Please review all feedback, discuss goals for the coming year and set check-in points.* | | | |
| **\*Signing this form does not indicate agreement, but acknowledges that your performance has been reviewed and discussed with your supervisor.** | | | |
| Employee Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| Supervisor Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| VP/Dean Signature: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |