EMPLOYEE INFORMATION

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| **Employee Name:** (Last, First) |  |

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| **Employee Title:** |  |

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| **Department ID/Unit:**  (e.g. EA-ADMS) |  |

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| **Review Period Time Frame:**  (e.g. 1/1/XX to 12/31/XX) | **1/1/2023** | **to** | **12/31/2023** |

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| **Supervisor Name:** |  |

# Step 1: Evaluate Performance & Set Expectations

**Evaluate and discuss the employee's overall job performance.** Base your evaluation upon the position requirements, achievement of the goals established during the past year, and your assessment of the employee’s accomplishments. Focus on the trends that have emerged across the performance period. List aspects of employee's performance that contribute to their effectiveness.

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**Are there areas of exceptional performance that should be noted?** Provide examples.

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**Are there areas of performance needing more attention or improvement?** **Are there any barriers that exist that could impact the employee’s performance?**Provide examples and the impact. Discuss and document how to improve along with an outline of desired performance (e.g. what success looks like?)

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**Do you anticipate any changes to the day-to day job duties?**

Document below.

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# Step 2: Goal Setting & Achievement: *(Specific to position/work; Optional section to complete)*

If goals were set, evaluate, and discuss the goal outcomes. Otherwise, state and discuss the expectations and goals for the upcoming review period. Give examples of how these goals can be met (e.g., training). How will you support the employee in accomplishing these goals?

**Tips to Remember:**

* **Effective goals should be participative.** Both manager & employee should be involved in the development of goals to ensure understanding and commitment.
* **Effective goals should be SMART, documented, monitored and progress acknowledged.**

**What are SMART goals? They are:**

1. **S**pecific: Well-defined, clear, and unambiguous.
2. **M**easurable: With specific criteria that measure your progress toward the accomplishment of the goal.
3. **A**chievable: Attainable and not impossible to achieve.
4. **R**ealistic: Within reach, realistic, and relevant to your life or professional goals.
5. **T**imely: With a clearly defined timeline, including a starting date and a target date. The purpose is to create urgency.

**SMART Goal #1**

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**SMART Goal #2**

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**SMART Goal #3**

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**Additional SMART Goals:**

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# Step 3: Professional Development *(Optional section to complete)*

Development of our employees is a critical part of a talent management process aimed at retaining, engaging and planning for succession in order to meet our current and future priorities. Create a dialogue based on the questions below and consideration of professional goals and aspirations, strengths and developmental needs, passions, and alignment to organizational objectives.

**List specific activities the employee will do in the next twelve months as part of their professional development. Effective developmental goals should be SMART.**

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**Step 4: Overall Performance Rating**

**Overall, employee’s previous year performance:**

\_\_ Met or exceeded expectations.

\_\_ Did not meet expectations.

\_\_ N/A - Employee is too new to assess performance (in role less than 6 months).

# Step 5: Set Expectations for 2024

# For our staff to succeed they need to understand the expectations of their role. Review job expectations, competencies, essential functions, role descriptor, and similar materials to define expectations.

**Functional Expectations** (This section addresses goals/job duties or major job duties that are to be accomplished.)

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| **FUNCTIONAL EXPECTATIONS** | **PERFORMANCE REQUIREMENTS**  (How will performance and success be measured?) |
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**Behavioral/Relational Expectations** (This section addresses expectations required for success or how things get done. An example may include communication or leadership expectations.)

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| **EXPECTATIONS** | **PERFORMANCE REQUIREMENTS**  (How will performance and success be measured?) |
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**Competencies** (This section defines the competencies for the position and what they look like in action. Look to Core Competencies and job-specific competencies to complete this section. View the IU Staff Competencies at [hr.iu.edu/competencies](https://hr.iu.edu/competencies/index.html))

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| **CORE COMPETENCY** | **PERFORMANCE REQUIREMENTS** |
| Ensures Accountability |  |
| Collaboration |  |
| Instills Trust |  |
| Values Differences |  |
| Customer Focus |  |

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| **JOB-SPECIFIC COMPETENCY**  (See [career level competencies](https://hr.iu.edu/competencies/career.html)) | **PERFORMANCE REQUIREMENTS** |
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# Concluding Summary and Next Steps:

Summarize the discussion. Clarify any action steps that you and the employee will take in regard to performance/goal/development expectations. Ongoing feedback is important, and feedback is most powerful when it is timely.

Supervisors – After completing the annual conversation with your employee, please complete the online attestation statement form at One.iu.edu (search for Performance at IU). This statement affirms that you had an annual conversation with your employee that addressed completion of expectations and goals.

# Supervisor Comments *(if additional comments desired)*

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# Employee Comments

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# Supervisor Signature:

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|  |  | **Date:** |  |

# Next- Level Supervisor Signature:

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|  |  | **Date:** |  |

**To The Employee:** You are required to sign below to indicate **ONLY** that you have had opportunity to discuss to this evaluation with your supervisor. Your signature does not indicate that you agree with the evaluation. Employees are encouraged to voice their comments in the space provided.

# Employee Signature:

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|  |  | **Date:** |  |