

Performance Management

Planning and Review Form **– Traditional**

| Employee Information |
| --- |
| **Rating Year** |       |
| **Employee Last Name** |       |
| **Employee First Name** |       |
| **Employee Banner ID** |       |
| **Department** |       |
| **Division Code** |       |
| **Is Employee’s Job in a Job Family?** |       |
| **Job Title** |       |
| **Employment Date** |       |
| **Supervisor Name** |       |
| **Supervisor Banner ID** |       |

## Job Duties

**During Planning:** Select 3–7 job duties that describe the most important activities or accountabilities in this job this year. The duties listed must be job related. For each, write the desired outcome. The outcome should describe what is expected of any competent, qualified person working in this position.

**During Review:** Supervisors rate each job duty and complete the comments section for each expectation.

**Rating:** Supervisors should choose from the following ratings:

### **5) Exemplary –** Performance is consistently superior and significantly exceeds the expectations for this job duty.

### **4) Exceeds Expectations –** Performance frequently exceeds the expectations for this job duty.

### **3) Meets Expectations –** Performance consistently meets the expectations for this job duty.

**2) Marginal –** Performance meets some, but not all of the expectations for this job duty.

**1) Unacceptable –** Performance consistently fails to meet the minimum expectations for this job duty.

*-Revised December 2018*

|  |  |
| --- | --- |
| Job Duties\* | **Rating** |
|       |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**        |
|       |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**       |
|       |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**       |
|       |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**       |
|       |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**       |
|       |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**       |
|       |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**       |
|  |
| **Outcome\*:**       |  |
| **Supervisor Performance Comments:**       |

\* Filled out at start of year.

### Development Plan for Job Duties

**During Planning:** Enter any development needs in the area of job duties.

**During Review:** Supervisors and employees revisit how the employee has progressed against the development plan and supervisor should complete the comment section.

|  |  |  |
| --- | --- | --- |
| Job Duties Development Needs\* | Action Steps\* | Target Date of Implementation[[1]](#footnote-2)\* |
|       |       |       |
| **Supervisor Development Comments:**       |

\* Filled out at start of year.

## Universal Performance Dimensions

**During Planning:** Review the universal performance dimensions. All employees are responsible for demonstrating these performance dimensions.

**During Review:** Supervisors rate each performance dimension and complete the comments section.

**Rating:** Supervisors should choose from the following ratings:

* **Consistent –** Consistently demonstrates behaviors representative of universal performance dimension or job-specific competencies; Consistently effective
* **Inconsistent –** Demonstrates behaviors effectively in some, but not all situations; Specific experience/development is necessary

| **Universal Performance Dimension** | **Definition**  | **Rating** |
| --- | --- | --- |
| 1. **Teamwork**
 | Establishes and maintains respectful, cooperative, and productive working relationships with co-workers, team members, supervisors, and other members of the university community. |  |
| **Supervisor Performance Comments:**       |
| 1. **Organizational Commitment**
 | Demonstrates a productive work style that is compliant with university and department policies and procedures in support of established goals and objectives. |  |
| **Supervisor Performance Comments:**       |
| 1. **Stakeholder Focus**
 | Demonstrates concern for satisfying one’s external and/or internal stakeholders/customers. |  |
| **Supervisor Performance Comments:**       |
| 1. **Diversity Commitment**
 | Seeks to recognize, understand, and respond effectively to similarities and differences in people and makes better decisions based on that understanding. Recognizes and responds to the needs of various groups in the workplace and stakeholders/customers base so as to improve working relationships, productivity, and stakeholder/customer satisfaction |  |
| **Supervisor Performance Comments:**       |
| 1. **Maintaining a Safe and Secure Work Environment**
 | Committed to maintaining a safe, secure, and non-threatening work environment. |  |
| **Supervisor Performance Comments:**       |

### Development Plan for Job Duties

**During Planning:** Enter any development needs in the area of universal performance dimensions.

**During Review:** Supervisors and employees revisit how the employee has progressed against the development plan and supervisor should complete the comment section.

|  |  |  |
| --- | --- | --- |
| Universal Performance Dimensions Development Needs\* | Action Steps\* | Target Date of Implementation\*  |
|       |       |       |
| **Supervisor Development Comments:**       |

\* Filled out at start of year.

## Job-Specific Competencies

*A* [*list of competencies*](http://www.auburn.edu/administration/human_resources/compensation/ccp/competencies.htm) *is available on the Auburn University Human Resources website.*

**During Planning**: Based on the pre-defined competency model, supervisors and employees select the 2 – 4 competencies that will most impact success in the job for this year.

**During Review:** Supervisors rate each competency and complete the comments section for each competency.

**Rating:** Supervisors should choose from the following ratings:

* **Consistent** – Consistently demonstrates behaviors representative of universal performance dimension or job-specific competencies; consistently effective
* **Inconsistent** – Demonstrates behaviors effectively in some, but not all situations; Specific experience/development is necessary

| **Job-Specific Competency\*** | **Definition\*** | **Rating**  |
| --- | --- | --- |
| 1.
 |       |  |
| **Supervisor Performance Comments:**       |
|  |       |  |
| **Supervisor Performance Comments:**       |
|  |       |  |
| **Supervisor Performance Comments:**       |
|  |       |  |

\* Filled out at start of year.

### Development Plan for Job-specific Competencies

**During Planning**: Enter any development needs in the area of job-specific competencies.

**During Review**: Supervisors and employees revisit how the employee has progressed against thedevelopment plan and supervisor should complete the comment section.

|  |  |  |
| --- | --- | --- |
| Competencies Development Needs\* | Action Steps\* | Target Date of Implementation[[2]](#footnote-3)\* |
|       |       |       |
| **Supervisor Development Comments:**       |

\* Filled out at start of year.

## Additional Developmental Needs

**During Planning:** Enter any additional development needs.

**During Review:** Supervisors and employees revisit how the employee has progressed against the development plan.

|  |  |  |
| --- | --- | --- |
| Development Needs\* | Action Steps\* | Target Date of Implementation[[3]](#footnote-4)\* |
|       |       |       |
| **Supervisor Development Comments:**       |

\* Filled out at start of year.

## Overall Rating

Supervisors should choose from the following ratings:

**5) Exemplary –** Performance is consistently superior and significantly exceeds job duties and universal performance dimensions.

**4) Exceeds Expectations** – Performance frequently exceeds job duties and universal performance dimensions.

**3) Meets Expectations** – Performance consistently meets exceeds job duties and universal performance dimensions.

**2) Marginal** – Performance meets some, but not all of the job duties and universal performance dimensions.

**1) Unacceptable** – Performance consistently fails to meet the job duties and universal performance dimensions.

**EMPLOYEE RATING**:

**Supervisor Performance Comments:**

## Signatures

**Planning Document Created Date**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Review Approval Signatures**

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager (Second Level Review) Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Review Conducted**

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature indicates that I have discussed the contents of this document with my supervisor. It does not necessarily mean that I agree with the results.

**Employee Comments:**

**HR Liaison Validation Signature**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)