

## PURPOSE

The 360-Degree Performance Review is designed to obtain feedback from individuals such as peers, subordinates, and supervisors who direct knowledge of an employee's performance. Thank you for providing your feedback.

## INSTRUCTIONS

Use the scale below to assign performance ratings. Select the rating that best describes the employee's performance throughout the evaluation cycle period. Please submit the performance evaluation and any attachments to the manager requesting the information. Human Resources Office should receive final copies of all documentation.

Name of Employee Being Reviewed: \_\_\_\_\_

Review Dates: \_\_\_\_\_ TO \_\_\_\_\_

### Staff Performance Evaluation Rating Scale

#### **1 - DOES NOT MEET EXPECTATIONS**

Unsatisfactory. Non-contributor. Consistently fails to meet the minimum performance/conduct requirements of the job. Does not demonstrate ability or willingness to perform duties of the job at an acceptable level. Significant improvement is needed in one or more important areas.

#### **2 - PARTIALLY MEETS EXPECTATIONS**

Below Standard. Weak Contributor. Does not consistently meet performance/conduct requirements in one or more areas of responsibility. Needs improvement in one or more areas. Employee may be learning the essential functions of the job or improving toward effective performance.

#### **3 - MEETS EXPECTATIONS**

Meets Expectations. Valued Contributor. Performance/conduct consistently meets expectations in all areas of responsibility, at times exceeding expectations. Initiative and outputs are good and the employee is capable and knowledgeable of work processes.

#### **4 - EXCEEDS EXPECTATIONS**

Above standard. Strong contributor. Performance/ conduct consistently exceeds expectations in all areas of responsibility. Work is completed on schedule with a high degree of accuracy and independence. Performance is characterized by high achievement. Positive initiative demonstrated.

#### **5 - SIGNIFICANTLY EXCEEDS EXPECTATIONS**

Outstanding. Top Contributor. Performance/ conduct far exceeds expectations due to exceptionally high quality of work performed in all areas of responsibility. Demonstrates mastery of the skills and tasks involved. Errors are rare. For positions with the latitude to act independently and/or where otherwise applicable: Performs independently in planning, anticipating problems, and taking appropriate action. Regularly makes significant contributions to the department's and/or University's success well beyond work assignments through application of knowledge.

## PART I: CORE COMPETENCIES

	<u>RATING</u>
<b>Judgement and Decision Making:</b> Evaluates Judgment and Decision Making: Evaluates information, separates important from unimportant, and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the department.	_____
<b>Teamwork:</b> The employee works cooperatively with others in his/her assigned division and works to enhance teamwork across divisions/administrative units.	_____
<b>Job Knowledge:</b> Demonstrates comprehension of techniques, skills, processes, equipment, procedures and materials necessary to perform job.	_____
<b>Quality of Work:</b> Work product is complete, accurate and in an acceptable format.	_____
<b>Quantity of Work:</b> Consistently meets productivity expectations and output requirements.	_____
<b>Communication:</b> Expresses ideas and information in writing and verbally, in a complete, clear, concise, organized manner appropriate for the audience. Conveys information in a timely manner. Listens to others and is opened minded to suggestions from others.	_____
<b>Service Focus:</b> Takes a personal interest in both internal and external customers, creates a pleasant atmosphere for interaction and takes appropriate action to meet their needs.	_____
<b>Initiative:</b> Generates ideas and initiates action to seek information to solve problems or follow through with a task; self-starter.	_____
<b>Compliance:</b> Demonstrates knowledge of and compliance with applicable laws, regulations, policies and procedures. Actively addresses potential and actual compliance concerns. Follows applicable laws, regulations, policies and procedures. Completes required training courses by deadlines.	_____
<b>Dependability:</b> Meets commitments, works independently, accepts accountability, meets attendance and punctuality requirements.	_____
<b>Other:</b>	_____

## ADDITIONAL COMPETENCIES FOR SUPERVISORS

*Indicate N/A for items not applicable.*

	<u>RATING</u>
<b>Fiscal Management:</b> Prepares/manages budgets and monitors spending of assigned area according to sound fiscal principles. Demonstrates an understanding of and applies responsible financial practices and procedures.	_____
<b>People Development:</b> Selects, coaches and develops employees to perform to their potential and upward advancement.	_____
<b>Diversity:</b> Promotes a climate of openness and inclusiveness with other employees while respecting and valuing individual differences.	_____
<b>Administration:</b> Submits required reports; performance evaluations, position descriptions, etc according to scheduled timelines.	_____
<b>Other:</b>	_____

**PART III: OVERALL RATING**

Using the rating scale on page 1, provide a rating of the employee's overall performance. In determining the overall rating, consider ratings and comments in sections I-III.

**OVERALL RATING**

**SIGNATURE**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**PLEASE NOTE:** Texas State law requires that employees be informed of the following: entitled to request to be informed about the information about the employee collected by use of this form (with few exceptions as provided by law); entitled to receive and review that information; and entitled to have the information corrected at no charge to the employee. This form, and any attachments, becomes part of the employee's official personnel file.