

Performance Assessment Instrument Unclassified Staff

Please use this form to evaluate unclassified (salaried) Miami University staff. The evaluation is based on individual assessment of core values and measurable performance goals.

Once completed and signed, forward the original to Human Resources.

Name of Employee:

Banner ID Number: Position Number:

Job Title:

Department:

Dates of Assessment - From: To:

Number of Years in Current Position:

Employee Signature: Date:

Name of Supervisor:

Supervisor Signature: Date:

Name of Reviewer:

Reviewer Signature: Date:

Notes from Reviewer:

In the next section, for each core value, please summarize behaviors that fit into one or more of the rating categories (exemplary, competencies & need for development). The text box will expand to accommodate lengthier comments. Please note that the box will hold the text, but not expand until after you navigate out of the text box.

Core Value: Adaptability

Ability to respond to changing needs.

Exemplary Behaviors

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Competencies

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Need for Development

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Core Value: Motivation

Initiative to act and progress.

Exemplary Behaviors

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Competencies

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Need for Development

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Core Value: Professional & Self Development

Engagement in activities to enhance knowledge and skills.

Exemplary Behaviors

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Competencies

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Need for Development

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Core Value: Job Knowledge & Quality of Work

Knowledge, skills and abilities necessary to perform job tasks; contribution to the productivity of the organization.

Exemplary Behaviors**Competencies****Need for Development**

Core Value: Stewardship

Respecting all university resources and using them appropriately.

Exemplary Behaviors**Competencies****Need for Development**

Core Value: Service Orientation

Responding to the needs of internal and external constituents by providing high quality services.

Exemplary Behaviors**Competencies****Need for Development**

Core Value: Teamwork

Cooperative efforts of people working together to achieve a common goal.

Exemplary Behaviors

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Competencies

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Need for Development

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Core Value: Communication

Interactions with individuals and groups to provide and receive information, knowledge and ideas.

Exemplary Behaviors

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Competencies

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Need for Development

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Core Value: Inclusiveness

Building community by embracing differences.

Exemplary Behaviors

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Competencies

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Need for Development

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Performance Goals from Current Year

List performance goals set in the **previous** evaluation and indicate the status of the goal. (Please note that the performance goal fields do not expand; entry limited to width provided. Attach additional pages if necessary.)

Status-of Goal	Performance Goal

Status-of Goal	Performance Goal

Overall Performance Assessment Summary

Supervisors and Employees please indicate overall performance level in the summary comments field. The text boxes below will expand to accommodate lengthier comments. Please note that the box will hold the text, but not expand until after you navigate out of the text box.

Supervisor Comments

Employee Comments