



**Staff Performance Review**  
(For employees with supervisory responsibilities)

Employee:	Title:
Banner ID:	Date:
Department:	Performance Review Period:

**Overall Rating \_\_\_\_\_**

The Performance Evaluation Program for Staff (Policy 3-0741) establishes guidance in the evaluation of staff employees. Staff performance evaluations should be conducted on a periodic basis (at least annually) and should not reflect personal prejudice, bias, or favoritism on the part of the supervisor for the rating or review.

Note: Employee must receive a signed copy of this evaluation within 30 days or upon request. The staff member's signature certifies that he/she has seen the overall review being submitted to the personnel record.

**Use one of the following ratings to describe the performance of the individual in each of the categories.**

(5) Special Merit:	Performance <u>consistently exceeds</u> expectations for the job.
(4) Merit:	Performance <u>often exceeds</u> expectations for the job.
(3) Good:	Performance <u>consistently meets</u> expectations for the job.
(2) Needs Improvement:	Performance <u>sometimes meets</u> expectations for the job.
(1) Unsatisfactory:	Performance <u>does not meet expectations</u> for the job.

## **SECTION 1: PERFORMANCE FACTORS**

**TEAMWORK** – Promotes a positive work environment by behaving and communicating in a manner that is respectful of others. Encourages cooperation, collaboration, and co-ownership of success. Communicates honestly and openly, listens attentively, and assumes responsibility for resolving difficulties appropriately. Supports diversity in establishing relationships in which all individuals are valued, appreciated and included.

1	2	3	4	5
Unsatisfactory	Needs Improvement	Good	Merit	Special Merit

### **EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

### **SUPERVISOR COMMENTS:**

**PROFESSIONALISM** – Exhibits a courteous, conscientious and businesslike manner in the workplace. Actively endorses and supports OSU's mission and works for fulfillment of vision and goals while acknowledging the contribution of ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge. Seeks excellence in all endeavors and is committed to continuous improvement. Seeks knowledge that will provide skills that enable improved job performance.

1	2	3	4	5
Unsatisfactory	Needs Improvement	Good	Merit	Special Merit

### **EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

### **SUPERVISOR COMMENTS:**

**SERVICE** – Contributes to the success of others by responding to others in a courteous, timely and accurate manner, seeking assistance when necessary to create a positive OSU experience that exceeds the expectations of students, and internal and external contacts. Understands performance directly affects the future of OSU and strives to perform to enhance the OSU experience. Remains positive when changes are made to procedures, environment or responsibilities.

1	2	3	4	5
Unsatisfactory	Needs Improvement	Good	Merit	Special Merit

**EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

**SUPERVISOR COMMENTS:**

**STEWARDSHIP** – Accepts responsibility for the public’s trust and is accountable for individual actions. Demonstrates efficient and effective use of time, equipment and other resources. Maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure. Works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same.

1	2	3	4	5
Unsatisfactory	Needs Improvement	Good	Merit	Special Merit

**EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

**SUPERVISOR COMMENTS:**

## **SECTION 2: KEY PERFORMANCE RESPONSIBILITIES**

### **RESPONSIBILITY 1 – SUPERVISORY RESPONSIBILITY**

Provides leadership, guidance and direction to employees. Selects qualified workers and ensures proper training and guidance on policies and procedures. Gives positive reinforcement in a timely manner for job success and provides accountability for poor behaviors and performance. Communicates information regarding OSU's mission, vision and goals so that employees may increase their contribution to the organization's success.

1	2	3	4	5
Unsatisfactory	Needs Improvement	Good	Merit	Special Merit

#### **EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

#### **SUPERVISOR COMMENTS:**

### **RESPONSIBILITY 2 –**

1	2	3	4	5
Unsatisfactory	Needs Improvement	Good	Merit	Special Merit

#### **EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

#### **SUPERVISOR COMMENTS:**

**RESPONSIBILITY 3 –**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Good</b>	<b>Merit</b>	<b>Special Merit</b>

**EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

**SUPERVISOR COMMENTS:**

**RESPONSIBILITY 4 –**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Unsatisfactory</b>	<b>Needs Improvement</b>	<b>Good</b>	<b>Merit</b>	<b>Special Merit</b>

**EMPLOYEE REVIEW:**

**Ways in which I met this expectation:**

**Ways in which I will continue to improve and grow in this area:**

**SUPERVISOR COMMENTS:**

**GOALS: (optional)**

Review progress toward goals and staff development achievements established for this evaluation period. Be sure to include any additional goals established during the course of the rating period. Discuss not only strengths and/or signification accomplishments but also difficulties, possible causes, and recommended actions.

**OBJECTIVES: (optional)**

Supervisor and employee discussion of future objectives is essential. List specific position goals and staff development opportunities to work toward during the next evaluation period. Include time frames, criteria for completion, and planned supervisor actions to assist. Your supervisor must approve future objectives.

**SIGNATURES:**

I acknowledge that I have seen and been apprised of my evaluation. I understand that I may make a written statement below and/or within ten working days following. If a statement is submitted within ten days, it will be attached to this evaluation report.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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

Date of Supervisor's last appraisal training: \_\_\_\_\_

Next-Level Supervisor or Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_