

In Compliance with Minnesota Statutes, Chapter 13.04, Subd. 2, we are informing you that the information collected through the use of this form will be used to document your performance on an annual basis. The information may be used in decisions concerning advancement, reassignment, future training needs, performance-related salary adjustments, and as evidence in contested disciplinary actions. It is legally required. This information is available to your supervisor, personnel director, and other employees in your agency whose job assignment requires access.

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Evaluation Period: **Calendar Year 2023** Date of Evaluation Meeting: \_\_\_\_\_

Position description was reviewed and is accurate:  Yes  No If no, date update is to be completed by: \_\_\_\_\_

### PART I - EMPLOYEE SKILLS AND EFFECTIVENESS

#### Rating Definitions

<b>HS</b>	<b>Highly Successful (HS):</b> Employee is highly successful and exceeds job requirements/performance standards and objectives. Demonstrates full comprehension and proficiency in primary responsibilities. Displays a high level of productivity, a focus on quality and adds value to work performed. Offers and seeks more efficient methods to perform work. Initiates recommendations and solutions. Contributions extend beyond their position adding value to the University overall.
<b>S</b>	<b>Successful (S):</b> Employee is successful in most aspects and performance is satisfactory. Achieves job requirements/ performance standards and objectives. Displays an acceptable level of productivity and quality results. Follows recommendations and solutions. Some improvement may be required.
<b>NI</b>	<b>Needs Improvement (NI):</b> Performance is below expectations and development is necessary. Some job requirements may be achieved. May not consistently demonstrate basic comprehension, required skills or initiative for the position. If using needs development as rating you <u>must provide examples and describe</u> how a competency/behavior can be developed and improved.

		Rating:	Comments:
<b>A JOB KNOWLEDGE AND SKILLS</b>			
<ul style="list-style-type: none"> <li>Demonstrates a clear understanding of the role and scope of assignments and responsibilities in specific job</li> <li>Is skilled in those specialties demanded by his/her assignment</li> <li>As new processes/technologies are introduced, is able to learn and use them appropriately</li> <li>Fully understands university and Minnesota State procedures and regulations</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI		
<b>B PRODUCTIVITY &amp; QUALITY OF WORK</b>			
<ul style="list-style-type: none"> <li>Work completion is consistently high, thorough and accurate</li> <li>Makes effective use of time</li> <li>Work displays high level of technical skills</li> <li>Performs tasks in an organized and efficient manner</li> <li>Handles multiple activities simultaneously</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI		
<b>C INITIATIVE</b>			
<ul style="list-style-type: none"> <li>Makes practical, workable suggestions for improvements</li> <li>Demonstrates a self-starter attitude and approach</li> <li>Demonstrates good judgment in handling routine problems</li> <li>Recognizes deficiencies and seeks help when appropriate</li> <li>Commitment to self-improvement</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI		
<b>D COOPERATION &amp; ATTITUDE</b>			
<ul style="list-style-type: none"> <li>Accepts constructive criticism positively</li> <li>Accepts and adapts to changes as necessary</li> <li>Shows sensitivity to and consideration for others' feelings</li> <li>Offers assistance willingly</li> <li>Makes a positive contribution to morale</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI		
<b>E DEPENDABILITY</b>			
<ul style="list-style-type: none"> <li>Carries out assignments with careful follow through and follow up</li> <li>Meets predetermined deadlines or targets</li> <li>Can be counted on for consistent performance</li> <li>Is personally accountable for his/her actions</li> <li>Can be counted on for overtime or extra effort as needed</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI		

Rating:	Comments:
---------	-----------

F ATTENDANCE & PUNCTUALITY	
<ul style="list-style-type: none"> <li>• Promptness at the start of the work day</li> <li>• Promptness at the start and end of breaks</li> <li>• Attendance record</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI
G SAFETY	
<ul style="list-style-type: none"> <li>• Performs activities in a safe manner</li> <li>• Understands and supports the WSU safety program and policies</li> <li>• Recognizes unsafe working conditions and promptly reports safety concerns appropriately</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI
H INTERPERSONAL & COMMUNICATION SKILLS	
<ul style="list-style-type: none"> <li>• Maintains a positive relationship with management team</li> <li>• Maintains a positive relationship with other workers</li> <li>• Is a team player and participates with others to accomplish tasks</li> <li>• Keeps supervisor and/or other coworkers informed of work progress</li> <li>• Listens effectively</li> </ul>	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI
I OVERALL EVALUATION	
The overall evaluation should reflect the assessment of the employee's total performance, based upon the foregoing criteria. In making the assessment, consider the criteria according to the employee's duties and responsibilities, taking care not to overemphasize one particular criterion.	<input type="checkbox"/> HS <input type="checkbox"/> S <input type="checkbox"/> NI

### PART II – DEVELOPMENT GOALS

This section may be completed in collaboration during the review meeting. Example action steps to complete the goal: attaining support/approval, meeting attendance, cross-training, in-house training, mentoring, workshops, courses, etc.).

OUTCOME OF LAST YEAR'S GOAL(S): Write N/A if goals were not established in previous year.	
Goal(s):	Outcome(s):

NEXT YEAR'S GOAL(S):		
Goal(s):	Action Steps to Complete Goal(s):	Target Completion Date:

### PART III – COMMENTS AND SIGNATURES

Attach additional sheets for comments if necessary. **The employee's signature is the final signature attained.** Once all signatures have been attained provide a copy to the employee and submit the original to Human Resources (Somsen 114).

1. **Direct Supervisor:** *I have completed the above Evaluation and met with the employee to review.*

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

2. **VP, AVP, Dean or Director:** *I have read and concur with the above Evaluation.*

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

3. **Employee:** *I have reviewed and discussed the Evaluation with my supervisor. My signature does not imply agreement with the evaluation*

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

# STAFF PERFORMANCE EVALUATION

## Guide to Conducting a Successful Performance Evaluation

### About the Performance Evaluation:

Although Performance Evaluations are conducted annually, it is good practice to provide the employee feedback regarding their performance throughout the year. The Evaluation is intended to be the last task in what should be an ongoing, year-round process. Two-way communication between employees and supervisors is critical to everyone's success. Providing feedback and candidly addressing concerns can build a more productive work environment. An open dialogue can help clear the air and pave the way for an effective performance Evaluation with no hard feelings and a clearer perspective on expectations. Nothing contained in the Performance Evaluation should be a surprise; it should not be the first time an employee hears about an issue.

### Reviewing the Position Description:

Position Descriptions are an essential part of the Annual Evaluation process. Utilize the Position Description when completing the Evaluation.

1. A review of the position description is to be completed each year, with the understanding that it should be revised if the position changes. *Minimally, the position description should be updated, signed, and turned into HR every three years.*
2. Do not let inaccuracies with a PD delay the completion of the Annual Evaluation. Base the responsibilities on what you know are the current duties of the job.

#### When changes to the position description occur:

- Submit a signed hard copy to Human Resources (Somsen 114)
- Send an electronic copy to [humanresources@winona.edu](mailto:humanresources@winona.edu) and include a summary of the changes in your email.

### The Process:

#### Prior to the Meeting:

1. Utilize the comment sections.
2. Base your responses on the performance over the entire past year.
3. Schedule a time in advance, in a quiet and private location.
4. Give the employee a copy of the evaluation to review before the meeting.

#### During the Meeting:

5. Welcome them!
6. Compare the performance results and behaviors to the objectives.
  - Let the employee know about areas where there is a need for improvement.
  - Keep your criticism or feedback constructive and be prepared to discuss.
  - Avoid making generalizations about the employee's personality or attitude; stick to facts.
  - Even if you and an employee disagree on a point, you can both express your opinions.
  - Be thoughtful about what you say. Have consistent expectations of all your employees without regard to the classes protected by law.
  - Ask the employee for ideas about how to resolve problems.
  - Listen and allow the employee the opportunity to respond.
  - Set goals together for the next evaluation period.
  - Include development and training plans.
  - Ensure goals are Specific, Measureable, Achievable, Relevant, and Time-bound.
7. Summarize the session.
8. If the employee wants to provide a written response following the meeting set a timeframe so you can attach it to the evaluation prior to the submission to your supervisor.

#### Following the Meeting:

9. Sign the evaluation.
10. Secure your supervisor's signature.
11. Secure the employee's signature. An employee signing the evaluation does not mean they agree with the evaluation; it means that the evaluation has been shared with them.
12. Provide a signed copy of the evaluation to the employee.
13. Explain that the signed original will be sent to Human Resources for placement in his/her personnel file.
14. Submit the original signed evaluation to the Human Resources Office (Somsen 114) by the deadline.
15. Keep a copy for your files.