**JOB EVALUATION FORM**

**Section 1: Performance Factors**

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| **5**  **Extraordinary**  **Achievement** | **4**  **High**  **Achievement** | **3**  **Expected**  **Performance** | **2**  **Developing**  **Performance** | **1**  **Unsatisfactory**  **Performance** | **Employee Rating** | **Supervisor Rating** |
| **Mission & Core Values**: Demonstrates commitment to the University’s Mission Statement and its core values of Academic Excellence, Knowledge, Community, Ethical Conduct, and Compassionate Service when performing duties. Committed to the University’s Culture of Care by treating everyone with courtesy and compassion so that they feel valued, cared for, and respected. | | | | |  |  |
| **Inclusiveness**: Demonstrates commitment to diversity and inclusion. Welcomes others, engages in opportunities to experience diversity on campus, encourages the expression of different points of view, and seeks to understand the perspective of others. | | | | |  |  |
| **Position Expertise**: In alignment with the job description, effectively applies technical/managerial/ professional skills and knowledge to the job. | | | | |  |  |
| **Work Habits**: Demonstrates dependability, accountability, and appropriate time management on projects and with attendance. Successfully prioritizes, plans, and organizes. Takes initiative; is creative, flexible, and/or focuses on process improvement. | | | | |  |  |
| **Quality of Work**: Completes job assignments accurately and efficiently. Demonstrates responsiveness and good judgment. | | | | |  |  |
| **Resource Management**: Adheres to university’s budget constraints and demonstrates fiscal awareness. Uses work time for maximum productivity, cares for and maintains university’s assets, looks to increase operational efficiencies, offers creative solutions when new resource needs arise, and is not wasteful with university supplies and discretionary resources. | | | | |  |  |
| **Problem Solving**: Identifies areas of concern, applies strategic thinking, provides relevant information, and tactfully shares appropriate action. | | | | |  |  |
| **Communication Skills**: Verbal and written communication skills are clear, concise, organized, and respectful. Is an attentive listener. | | | | |  |  |
| **Collaboration & Teamwork**: Effectively responds to and works with others, including interactions with co-workers, supervisors(s), faculty, students and/or the community. Presents a positive image to university and non-university constituents. | | | | |  |  |

**Performance Factors for Management and Supervision**

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| **5**  **Extraordinary**  **Achievement** | **4**  **High**  **Achievement** | **3**  **Expected**  **Performance** | **2**  **Developing**  **Performance** | **1**  **Unsatisfactory**  **Performance** | **Employee Rating** | **Supervisor Rating** |
| **Management**: Develops short and long-term goals in support of department, division, and campus objectives. Leads by example, encourages institutional effectiveness, and takes action to ensure the efficient stewardship of university resources (operational, financial, and human). Appropriately delegates tasks and projects (if applicable). | | | | |  |  |
| **Supervision**: Provides thoughtful oversight, direction, motivation, and recognition. Clearly articulates expectations and offers constructive feedback and coaching. Formulates pathways for growth and development. Addresses performance concerns in a timely manner. | | | | |  |  |
| **For Budget Managers:** Provides timely review of financial performance for operating areas, including identification and resolution of adjustments needed. Adheres to institutional timelines regarding position maintenance, budget forecasting, necessary budget appropriations, and loading of annual budget into Hyperion. Administer purchasing and accounts payable protocols. | | | | |  |  |

**Performance Factors Specific to Division – University Advancement**

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| **5**  **Extraordinary**  **Achievement** | **4**  **High**  **Achievement** | **3**  **Expected**  **Performance** | **2**  **Developing**  **Performance** | **1**  **Unsatisfactory**  **Performance** | **Employee Rating** | **Supervisor Rating** |
| **University Advancement:** Raises the profile of USD, regionally, nationally, and internationally.  Increases the breadth and depth of engagement with the university by its various constituencies (students, faculty/staff, parents, alumni, donors, and other friends). Helps strengthen and secure the financial vitality of the institution and fosters the mission of the university. | | | | |  |  |