



Minnesota State University Moorhead Performance Review & Development Plan

Employee Name: _____

Agency/Division: _____

Classification Title: _____

Working Title: _____

Position Control Number: _____

Appraisal Period _____ to _____

Immediate Supervisor: _____

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. Without it, there is no objective data on which to evaluate performance, therefore, no performance-based salary increases will be granted. This information is available to you, your supervisor, human resources director, and other employees in your agency whose job assignment requires access.

January, 1998

Work Related Characteristics	Below Expectations	Meets Expectations	Exceeds Expectations	Rating
ADAPTABILITY: Responds positively to change; Flexible in adapting to changing conditions.	Does not respond positively to change; inflexible.	Accepts and responds positively to change; flexible.	Recognizes the need for and takes initiative to implement changes that enhance department and University operations; extremely flexible.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
CREATIVITY: Effective in generating new ideas, examining, investigating and researching to bring about improvements.	Looks to others for ideas and seeks instructions in work related activities.	Recognizes the need for functional changes based on changing conditions. Often introduces new ideas.	Excels in creative thinking, problem solving and develops creative strategies. May be sought out by others for new ideas or solutions to problems.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
COMMUNICATIONS: Effective listening, written, verbal and interpersonal skills.	Has difficulty understanding others. Noticeable deficiencies in communicating with others.	Written and verbal communications are clear, concise and well organized. Listens to and understands other points of view.	Excels in interpersonal communications and optimally utilizes all channels of communication. Seeks input from others.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
COST CONSCIOUSNESS: Effective in utilizing human, financial and physical resources.	No apparent concern.	Effectively utilizes human, financial and physical resources.	Investigates and implements cost savings measures. Fully utilizes human, financial and physical resources.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
CUSTOMER SERVICE/RELATIONS: Ability to respond effectively to internal/external customer needs, requests and concerns.	Difficulty responding to customer and/or indifferent to customer needs.	Routinely responds to customers in a timely and courteous manner.	Consistently exceeds in meeting the customer's needs with a positive and exemplary attitude.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
DECISION MAKING/PROBLEM SOLVING: The ability to think through problems, evaluate relevant facts and reach sound conclusions.	Has difficulty in evaluating facts and solving problems.	Uses appropriate decision-making process to complete assigned duties.	Looked to by others for guidance in resolving problems and making decisions.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				

Work Related Characteristics	Below Expectations	Meets Expectations	Exceeds Expectations	Rating
DEPENDABILITY: The ability to meet deadlines and follow through with commitments and obligations.	Has difficulty meeting deadlines and completing tasks.	Consistently meets deadlines and completes tasks.	Can be counted on to achieve the best possible results, and constantly meets deadlines.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
INITIATIVE/MOTIVATION: The ability to perform daily responsibilities in a resourceful, self-reliant manner.	Waits to be told what to do. Seldom assumes responsibility. Limited understanding of job	Completes assignments without direction.	Constantly finds new and better ways of performing position responsibilities.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
KNOWLEDGE OF DEPARTMENT FUNCTIONS & OBJECTIVES: Understands job functions and how position relates to achieving departmental and institutional goals.	function and/or goals. Difficulty working with others;	Sufficient understanding of job functions and goals.	Understands needs and suggests improvements that ensure departmental and institutional goals and objectives are met.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
TEAMWORK: Willingness to work toward common goals. Ability to facilitate teamwork to achieve productive outcomes.	reluctant to contribute toward productive outcomes.	Works well with others and contributes to productive outcomes.	Consistently displays ability to assist, impact, & influence others to achieve productive outcomes. High rapport with supervisors, peers, subordinates.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
TIME MANAGEMENT: Effectively anticipates needs, uses time productively, establishes goals and priorities	Has difficulty managing time to complete projects. Frequently needs reminders to meet deadlines. Has difficulty recognizing priorities.	Accomplishes work within established time frame.	Exceeds most deadline expectations and strives to find ways of improving existing methods. Excels in priority determination.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				
QUALITY OF WORK: Demonstrates accuracy, thoroughness and neatness in performing job functions.	Poor quality; often needs rework.	Consistent quality of work.	Achieves the highest standard of quality.	<input type="checkbox"/> Below Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Not Applicable
Rater comments:				
Employee comments:				

Personal Growth/Professional Development Plan

(to be completed by rater and employee)

A. Identify goals and objectives for the next year that will improve the employee's skills or develop the employee professionally.

B. Identify specific work activities, to pursue during the next year that assist in the achievement of the above goals.

1. Courses, certifications, workshops, etc.

2. Training/Conferences/Seminars:

Position Description needs to be revised.

(3 years old and/or responsibilities have increased/changed)

A. Rater's Comments and Concerns:

to be considered in the performance review. Add anything that is relevant to the employee's performance.

B. Employee Comments and Concerns:

(Employee is encouraged but not required to comment on appraisal and performance.)

Signature of Rater _____

(I have completed the performance review)

Date _____

Signature of Employee _____

(I have read the above performance review)

Date _____

Signature of Rater's Supervisor _____

(I have reviewed and concur with above review)

Date _____