

DRAGONS LEARN

MINNESOTA STATE UNIVERSITY MOORHEAD

Performance Review for:

Employee

Job Title

Classification

Review Period

Date of Review

Living Our Core Values:

Grit

- ▶ We are “scrappy” and resourceful.
- ▶ We have big goals and the tenacity to achieve them.
- ▶ We have the courage to do what’s right.

Humility

- ▶ We’re all on the same team and everyone’s role is important.
- ▶ We seek the best ideas and know they can come from anywhere and anyone in our campus community.
- ▶ We don’t take ourselves too seriously.

Heart

- ▶ We go the extra mile for our students and each other.
- ▶ We are passionate about our purpose.
- ▶ We are fiercely loyal to MSUM.

How have you seen our core values on display?:

Employee comments:

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Assessment of:

Quality of work (including organization, customer service and communication):

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Time Management (including dependability and meeting deadlines):

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Problem solving (including cost consciousness, creativity and follow through):

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Flexibility & adaptability (willingness to try something new, suggest an improvement, etc.):

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Knowledge of dept. functions and objectives (understands how the role fits into the “big picture”):

☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Supervisor comments (including examples):

Employee comments:

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How are you doing in your job:

☐ Exceeds Expectations

☐ Meets Expectations

☐ Needs Improvement

Supervisor comments:

Employee comments:

Plan for development (if applicable):

The position description has been reviewed

initial

initial

The position description needs to be updated

☐

yes

☐

no

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Contributions to the team(s).

☐ Exceeds Expectations

☐ Meets Expectations

☐ Needs Improvement

Supervisor comments:

Employee comments:

Plan for development:

What is one thing has done that you are proud of (please include examples)?

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Additional Comments:

Other comments/feedback:

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Employee

Dragons Learn and Reflect (to be filled out by employee prior to review)

What's one thing(s) you accomplished this year (a goal you hoped to achieve)?

What's one thing (s) you want to accomplish this upcoming year?

What did you learn in the last year (professional development)?

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Dragons Learn and Reflect *(continued)*

What's an area you want to develop in the upcoming year (what are your goals and aspirations)?

What do you want me to know as your supervisor to help you be more successful and enjoy your job?

Other comments/feedback (what is important to you, what motivates you?):

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Dragon Signatures

Employee

Date

Supervisor

Date

Supervisor

Date

Supervisor

Date

Division Leader (Dean/Director)

Date

