

**University of Dayton**

**Performance Management Plan**

**Competency Based Version**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |  | **Evaluation Period:** |  |
| **Position Title:** |  |

**Performance Ratings:**

**Highly Effective:** Frequently exceeds expectations

**Effective:** Meets Expectations

**Needs Improvement:** Sometimes does not meet expectations

**Unsatisfactory:** Fails to meet minimum standards and expectations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Knowledge** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
| Displays sound knowledge of University policies and procedures |[ ] [ ] [ ] [ ]
| Understands needs and requirements of the job |[ ] [ ] [ ] [ ]
| Demonstrates a strong functional knowledge of industry principles practices and responsibilities |[ ] [ ] [ ] [ ]
| Keeps informed of new and emerging trends that are critical to position |[ ] [ ] [ ] [ ]
| Comments: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quality of Work** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
| Consistently performs duties and meets obligations with minimal supervision |[ ] [ ] [ ] [ ]
| Volunteers to take on extra work assignments and performs those assignments with a high degree of competence |[ ] [ ] [ ] [ ]
| Proactively seeks opportunities for improvement |[ ] [ ] [ ] [ ]
| Demonstrates accuracy, thoroughness and orderliness in performing work assignments |[ ] [ ] [ ] [ ]
| Comments: |
|  |
| **Quantity of Work** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
| Effectively prioritizes work and meets deadlines |[ ] [ ] [ ] [ ]
| Manages multiple assignments effectively |[ ] [ ] [ ] [ ]
| Follows through and follows up |[ ] [ ] [ ] [ ]
| Produces high volume of work without jeopardizing quality |[ ] [ ] [ ] [ ]
| Comments: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Communication** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
| Communicates with credibility and confidence |[ ] [ ] [ ] [ ]
| Written communication is clear and grammatically correct |[ ] [ ] [ ] [ ]
| Creates reports, emails, memorandums and other required paperwork efficiently and in a timely manner |[ ] [ ] [ ] [ ]
| Relates effectively to all levels of the institution |[ ] [ ] [ ] [ ]
| Comments: |
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| --- | --- | --- | --- | --- |
| **Judgment** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
| Makes sound decisions based on appropriate information |[ ] [ ] [ ] [ ]
| Exercises careful deliberations before making judgments |[ ] [ ] [ ] [ ]
| Effectively diagnoses situations and conditions |[ ] [ ] [ ] [ ]
| Appropriately resolves matters in a timely fashion to produce positive outcomes |[ ] [ ] [ ] [ ]
| Comments: |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professionalism** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
| Openly exhibits a strong commitment to diversity and inclusion |[ ] [ ] [ ] [ ]
| Maintains a high degree of ethical conduct |[ ] [ ] [ ] [ ]
| Projects a positive image for oneself and the department |[ ] [ ] [ ] [ ]
| Openly demonstrates a commitment to the Marianist values |[ ] [ ] [ ] [ ]
| Comments: |
|  |
| **Customer Service Orientation** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
| Is dedicated to meeting the expectations and requirements of internal and external customers |[ ] [ ] [ ] [ ]
| Actively seeks information to understand customers’ circumstances, problems, expectations, and needs |[ ] [ ] [ ] [ ]
| Exercises problem ownership |[ ] [ ] [ ] [ ]
| Effectively monitors customers’ concerns, issues and satisfaction |[ ] [ ] [ ] [ ]
| Comments: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Overall Performance** | **Highly Effective** | **Effective** | **Needs Improvement** | **Unsatisfactory** |
|  |[ ] [ ] [ ] [ ]
| Comments: |
|  |

Employee Strengths:

|  |
| --- |
|  |

Accomplishments from this review cycle:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

Goals/Objectives for the coming year, including developmental goals:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

Employee Comments:

|  |
| --- |
|  |

***NOTE*:** Signature indicates the employee has read and understands the performance appraisal. It is not an indication of agreement or disagreement with the evaluation.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Signature |  | Date |  |
| Reviewer’s Signature |  | Date |  |

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**University of Dayton**

**Performance Management Assessment
Employee Self-Appraisal**

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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Date:** |  | **Review Period:** |  |

1. **The accomplishments I am most proud of during this review cycle include:**

|  |
| --- |
|  |

1. **I would like to have accomplished the following during this review cycle:**

|  |
| --- |
|  |

1. **My goals for next year should include:**

|  |
| --- |
|  |

1. **The talents and skills I bring to this position include:**

|  |
| --- |
|  |

1. **The skills I would like to continue to develop include:**

|  |
| --- |
|  |

**Goals/Objectives for the previous year, including developmental goals:**

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |