

**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

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| --- | --- | --- | --- | --- |
| **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: | | | | |
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| **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: | | | | |
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| **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: | | | | |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **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:

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| --- |
|  |

***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. |  |