

**University of Dayton**

**Performance Management Assessment**

**Version 2**

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

**Planning**

I. Please attach current position description. Has the position description been reviewed for accuracy? Yes \_\_\_\_ No \_\_\_\_

II. Result Based “Smart” Objectives:

1.

2.

3.

4.

1. Professional Competencies for focus this year:

1.

2.

3.

1. Plans for Professional Development :

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessing**

1. Employee Self-Assessment: Please comment on your performance in achieving each result based objective that was included in your performance plan.

1.

2.

3.

4.

Please comment on your demonstration of the professional competencies that were listed for focus in your performance plan.

1.

2.

3.

Please comment on your progress in Professional Development and achieving the associated goals that were established in your performance plan.

II. Supervisor Feedback: Please comment on employee’s performance in achieving each result based objective that was included in the performance plan.

1.

2.

3.

4.

Please comment on the employee’s demonstration of the professional competencies listed for focus in the performance plan.

1.

2.

3.

Please comment on the employee’s progress in Professional Development and in achieving the associated goals that were established in the performance plan.

Supervisor’s Overall Assessment:

Performance Summary: Consider overall performance in realizing objectives, competencies, and in accomplishing responsibilities as defined on position description. Select the appropriate descriptor from list below.

|  |  |
| --- | --- |
| Exceptional Performance. Always exceeds expectations for this position. |  |
| Above average performance. Frequently exceeds expectations for this position. |  |
| Expected level of performance. Consistently performs acceptably in position. |  |
| Improvement is expected. Sometimes does not meet expectations for position. |  |
| Major improvement required. Usually does not meet expectations for position. |  |

 Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_