



Performance Planning and Development

**PERFORMANCE APPRAISAL FORM GUIDELINES
for
Research/Academic/Executive/Senior Officers**

PERFORMANCE APPRAISAL FACTORS - The following factors may be considered when completing the Narrative evaluation for the Non-Hay position(s) assigned to your area.

Job/Organizational Knowledge: Application of appropriate technical and procedural knowledge; understanding of facts and information related to work assignments, including department and University policies; degree of technical competence and demonstration of appropriate level of knowledge in specific field or discipline.

Planning and Organizing: Setting objectives; establishing priorities; developing plans; arranging work schedules; meeting deadlines; anticipating problems; adapting to changes and using resources effectively. Plan long and short range objectives; define goals and procedures; delegate work; follow-up to ensure work is completed.

Problem Analysis and Decision Making: (analytical abilities and judgment): Understanding factors and developing sound, practical and workable solutions. Recognizing when a decision is necessary; asking for input; making decisions and providing information and feedback in a timely manner; accepting responsibility; facilitate problem resolution; willingness to make necessary and immediate decisions given incomplete information.

Human Relations: Interacts effectively and maintains positive relationships with peers, subordinates and customers. Builds teamwork; motivates and inspires others. Cooperates with persons outside of the department; assists others to accomplish work group objectives. Develops confidence; uses positive reinforcement and treats people with respect.

Dependability: Attendance (disregarding FMLA protected absences) and punctuality; reliability; meets established schedules and deadlines, demonstrates commitment to department and University goals; attends to detail; follows-up on progress of work; follows instructions and appropriate procedures; fulfills responsibilities; maintains confidentiality as appropriate.

Professional Development: Works to develop professionally, growing in professional skills and knowledge; researches new learning sources and tools.

Supervision and Development of Employees: Appraises and reviews performance of supervised employees in a timely, fair and appropriate manner. Motivates employees to perform effectively; recognizes and encourages employee development. Maintains appropriate standards of performance; resolves personnel-related problems and issues in a timely and effective manner.



Performance Planning and Development

Fiscal Management: Operates within budget by controlling costs and keeping within prescribed limits. Budgeting exhibits planning, flexibility and responsibility given budgetary constraints.

Initiative and Creativity: Develops and implements new methods, procedures, solutions, concepts, designs and/or applications of existing designs or procedures. Accepts additional challenges. Responds to changing requirements and meeting changing technical business needs; flexibility and adaptability.

Affirmative Action and EEO Compliance: Meets affirmative action responsibilities; establishes, monitors and implements affirmative action goals; complies with and is committed to the University's policy of nondiscrimination and equal opportunity.