

Fort Valley State University
Performance Feedback Form
Classified Staff

Name	<input type="text"/>		
Title	<input type="text"/>		
Department	<input type="text"/>		
Division	<input type="text"/>		
Performance Review Reason	<input type="text"/>	Hire Date	<input type="text"/>
Performance Review Period	<input type="text"/>	To	<input type="text"/>
Supervisor's Name	<input type="text"/>		
Supervisor's Title	<input type="text"/>		

This form must be completed annually for each classified employee as well as at the end of the six month provisional period and before a temporary employee moves to a regular position. The performance evaluation should be the result of a process which begins with the identification of job responsibilities and performance standards followed by a regular and continuous process of providing feedback and coaching to the employee. At the review period, the employee's performance will be measured against performance standards, which were established during this planning stage. A performance appraisal is required as follows:

Annual Appraisal: The job performance of all regular employees **must** be appraised once a year, between February 1 and March 15. The review period is January through December of the prior calendar year. The annual performance appraisal **must** be submitted to the Department of Human Resources not later than March 31 of each year.

Provisional Period: The job performance of all new regular employees must be evaluated at least once during the employee's six month Provisional Period. It is recommended that the new employee be evaluated after three (3) months and then again prior to the conclusion of the six (6) month provisional period. The provisional period appraisal **must** be submitted to the Department of Human Resources not less than 10 days prior to the end of the new employee's six (6) month provisional period.

Temporary to Regular Employment: The job performance of all temporary employees must be evaluated before the employee is hired to a regular position. The appraisal must be submitted to the Department of Human Resources not less than 10 days before the start date of regular employment.

Performance Management Process Form

Classified Staff

Performance Management Plan Instructions

I. Beginning of Review Period

The Supervisor and employee will meet at this time to discuss and confirm the performance plan for the year. The Supervisor will submit written documentation to the Office of Human Resources documenting this meeting.

II. During Review Period

During the course of the year, the supervisor will review key work products and observe job performance and will keep examples of work or notes on critical incidents. The supervisor will meet briefly with the employee midway through the year to conduct an interim review. The supervisor will provide feedback to the employee regarding performance, and they may meet again to review progress before the end of year review, if appropriate.

III. End of Review Period

At the end of the performance period, the supervisor will evaluate the employee's results relative to the key performance factors. The supervisor will review the employee's examples of work and notes kept during the year, and prepare an evaluation. The supervisor will discuss the proposed evaluation with the next level of management, and then will meet with the employee to discuss past performance and the development plan for next year. After discussion, the performance management plan will be signed and dated by the employee and supervisor and forwarded to the next level of management.

Performance Levels

The rating scale consists of five performance levels with a provision whereby overall exceptional performance can be recognized. Overall Exceptional Performance requires an attachment containing additional documentation, which can be found on page 9 of this form. Exceptional Performance also requires concurrence of a Vice President, which should be obtained before the rating is discussed with the employee. The five performance levels are defined below. If a performance factor is not applicable, a notation should be made in the comments section.

Needs Improvement

Employee has not achieved acceptable results in meeting the requirements of the specific performance factor. Deficiencies in performance demonstrate a lack of ability or willingness to perform. Performance at this level must be documented by specific examples or instances of the employee's work during the rating period. Performance should be closely monitored and the supervisor should provide frequent feedback.

Barely Meets Expectations

Employee fails to achieve acceptable results in meeting the requirements of the specific factor on a continuous and consistent basis. Performance at this level must be documented by specific examples or instances of the employee's work during the rating period. Performance should be closely monitored and the supervisor should provide frequent feedback.

Meets Expectations

Employee achieves acceptable results and consistently meets the requirements of the specific performance factor. Accomplishments demonstrate well-developed abilities and the employee consistently achieved quality results. Assessment at this level recognizes the employee as a good, solid contributor and for a job well done.

Exceeds Expectations

Employee periodically surpasses the standards and established performance expectations in the specific performance factor

Exceptional

Employee consistently achieves results that surpass the standards and expectations of the performance factor. Performance at this level must be documented by specific examples or instances of the employee's work during the rating period.

Part 1: Performance Factors

Problem Solving: Identifying problems and analyzing causes; taking or recommending actions after evaluating appropriate alternative solutions; following up to ensure problems are actually corrected.

Rating

Comments

Job Knowledge and Development: Understanding job procedures, policies and responsibilities; keeping up-to-date professionally; acting as a resource person on whom others rely for assistance.

Rating

Comments

Part 1: Performance Factors

Timeliness: Completing assignments by scheduled time; allocating time to various tasks and assignments in accordance with priorities; informing supervisor when schedule problems occur; working well under time pressures.

Rating

Comments

Quality of Work: Completing assignments in a thorough and accurate manner; producing work with no or a low level of errors

Rating

Comments

Part 1: Performance Factors

Quantity of Work: Producing a high volume of work; responding to work situations by making self available for additional assignments as changing priorities and time pressures demand.

Rating

Comments

Handling Challenges: Maintaining high performance under conditions of pressure or uncertainty; dealing with varying workload requirements; remaining composed when decisions have to be made quickly.

Rating

Comments

Part 1: Performance Factors

Flexibility/Adaptability: Adapting to changing needs and circumstances; recognizing the merits of new or different approaches; showing willingness to adopt new methods.

Rating

Comments

Cooperation and Teamwork: Putting the department or group's success ahead of personal goals; sharing information and resources with others; giving timely responses to requests made by others; promoting teamwork.

Rating

Comments

Part 1: Performance Factors

Customer Service: Understanding the needs of internal and external clients & constituents of the University; making special effort to be responsive in meeting their needs and building client satisfaction.

Rating

Comments

Communications: Speaking clearly and concisely and listening carefully to understand; preparing written communication in a clear, concise manner and using appropriate format, spelling and grammar.

Rating

Comments

Part 1: Performance Factors

Contribution to University Goals: Making a contribution to the accomplishment of institutional, divisional and departmental goals, where applicable.

Rating

Comments

Punctuality and Attendance: Arrives to work on time, follows procedure regarding supervisor pre-approval of leave, does not abuse sick leave.

Rating

Comments

Part 1: Performance Factors

The following factors are applicable to only those employees with management and supervisory responsibilities.

Leadership: Promoting a productive, creative environment where people strive for quality of service; fostering a commitment in colleagues for achieving organization goals; setting an example for others to follow.

Rating

Comments

Feedback and Coaching: Providing employees with frequent performance feedback and coaching; providing recognition for areas of high or improved performance; working with employees to correct performance problems.

Rating

Comments

Part 1: Performance Factors

The following factors are applicable to only those employees with management and supervisory responsibilities.

Work Allocation: Organizing the work flow and relationships among people and functions in the unit; delegating work to make efficient use of resources and to develop people's capabilities.

Rating

Comments

Part 2: Performance Rating

Select the overall performance rating:

- Needs Improvement:** Employee has not achieved acceptable results in meeting the requirements in many areas of the job. Substantial improvement is critical. Must include performance improvement plan in Part 3.
- Barely Meets Expectations:** Employee fails to achieve results in meeting the requirements in many areas of the job on a consistent and continuous basis; improvement needed. Must include performance improvement plan in Part 3.
- Meets Expectations:** Employee achieves acceptable results and consistently meets the requirements and established performance expectations in many and the most important areas of the job.
- Exceeds Expectations:** Employee periodically surpasses the standards and established performance expectations in many areas of the job.
- Exceptional:** Employee consistently achieves results that surpass the standards and expectations in all areas of the job.
*Requires completion of Part 6 Documentation of Exceptional Performance and Part 7 Vice President Signature.

Part 3: Performance Summary

Comment on the employee's overall performance for the past year including strengths and weaknesses. Performance improvement plan must be completed in this section if overall rating is a needs improvement or barely meets expectations. Attach additional sheets as necessary.

Comments

Part 4: Employee Comments

Employee comments are optional. If the employee is not in agreement, the area(s) of disagreement should be indicated. Attach additional sheets as necessary.

Comments

Part 5: Signatures

The employee's signature acknowledges that the performance review has been completed. It does not necessarily imply agreement with the supervisor's conclusions. **Please note: The performance evaluation shall constitute a basis for decisions regarding transfer, promotion, demotion, retention, increases, supervisory assistance, and future employment references. However, the President --as the final approving authority for all merit increases, promotions, transfers, demotions, adjustments, and/or salary issues --reserves the right to approve, disapprove, or vary the amounts reflected in or the terms or conditions of any decision.**

Employee Signature

Date

Supervisor Signature

Date

Please send completed forms with all signatures to the Office of Human Resources.

Part 6: Exceptional Performance

Attachment: Exceptional Performance (Requires the concurrence of the Vice-President which should be obtained before the rating is discussed with the employee).

Please indicate below specific examples of performance that clearly are exceptional. The achievements cited should have resulted from great effort and/or the capacity to develop opportunities presented during the period in such a way as to constitute a unique contribution. Attach additional sheets as necessary

Comments

Part 7: Exceptional Performance

Documentation of Exceptional Performance is Attached

Vice President Signature

Date

Please send completed forms with all signatures to the Office of Human Resources.