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| --- | --- |
| Name:      | P/S Identification #:       |
| Job Title:       | Position #:      |
| Division:       | Department:       | Date:       |

**Section 3 – Performance Evaluation**

Performance Cycle: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Rating** | **Details** |
| **1** | **Significantly below standards.** Immediate improvement required. |
| **2** | Performance **below standards** in some important aspects, meets standards in others; immediate improvement needed to fully achieve functional performance level. |
| **3** | **Performance fully meets standards in all important aspects. This is expected performance. Effective.** |
| **4** | Performance **generally above standards** in many important aspects; frequently exceeds normal expectations. Elements such as developing a new idea, overcoming an obstacle, receiving commendations and/or recognition are noted. |
| **5** | Performance **consistently above standards** in virtually all areas and far exceeds normal expectations; exceptional achievement and contribution to the university. Extraordinary. Elements such as creating a new system or approach that benefits the university, overcoming a significant obstacle, or establishing a benchmark performance are noted. |

**Section 3A (Based on Section 1A):**

**Performance on Key Competencies for A&P Faculty Members**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Element** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| **Commitment to University Mission:** Demonstrates a sense of responsibility for helping the university achieve success through a commitment to the university’s mission, vision, values and appropriate defining characteristics. |  |  |  |  |  |  |
| **Leadership:** Communicates effectively, shares vision, focuses on people, initiates positive change, values differences and fosters collaboration. Inspires others to achieve university, unit, and individual success. Challenges processes and is willing to break from the status quo to improve individual and unit performance. |  |  |  |  |  |  |
| **Interpersonal Skills:** Demonstrates self awareness, self-control, motivation, empathy, social skills and group work skills. Is known as trustworthy, understanding and helpful. Considerate. Works well on committees. |  |  |  |  |  |  |
| **Professionalism/Judgment:** Acts with integrity. Makes the right decision even when that may not be the most popular decision. Tactful. Coachable. Respects authority and the rights of others. Fair. |  |  |  |  |  |  |
| **Execution:** Identifies/addresses problem areas before they escalate into crises. Solves problems courageously and creatively, plans effectively and carries out those plans. Improves individual and unit performance. Manages ambiguity and is able to align unit and university values with performance. Is productive, demonstrating a strong work ethic and sense of ambition. Makes good use of resources. Accountable. |  |  |  |  |  |  |
| **Professional Development:** Committed to learning and growth. Pursues improvement and encourages and empowers others to learn. |  |  |  |  |  |  |

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| --- | --- |
| Name:       | P/S Identification #:       |
| Job Title:       | Position #:      |
| Division:       | Department:       | Date:       |

**Section 3B (Based on Section 1B):**

**Performance on Key Responsibilities for this Position**

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| --- | --- | --- | --- | --- | --- | --- |
| **Element** | **1** | **2** | **3** | **4** | **5** | **Comments** |
| **#1:**  |  |  |  |  |  |  |
| **#2:** |  |  |  |  |  |  |
| **#3:** |  |  |  |  |  |  |
| **#4** |  |  |  |  |  |  |
| **#5** |  |  |  |  |  |  |

## Section 3C: Summary of Overall Performance

*Comment on the employee's overall strengths and weaknesses and include thoughts on areas where the employee should focus his or her efforts toward improvement. The areas of improvement should be developed into objectives that can be included in* [*Section 2*](http://www.jmu.edu/humanresources/_files/apeval-section2.doc)*.*

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| Name:       | P/S Identification #:       |
| Job Title:       | Position #:      |
| Division:       | Department:       | Date:       |

**Professional Development**

**Section 3D: Professional Development in Performance Cycle**

*Summarize professional development efforts/activities in this performance cycle. It may be helpful to review/complete Section 3F before finalizing this section.*

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**Section 3E: Professional Development Plan**

*Identify professional development efforts/activities to be pursued in the coming performance cycle. It may be helpful to review/complete Section 3F before finalizing this section.*

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| Name:       | P/S Identification #:       |
| Job Title:       | Position #:      |
| Division:       | Department:       | Date:       |

## Section 3F: Employee Response

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*I have viewed this document, discussed the contents with my supervisor and acknowledge this with my signature. My signature does not necessarily indicate that I agree with my superior’s assessment of my performance.*

|  |  |
| --- | --- |
| **Supervisor’s Signature:** | **Date:** |
| **Reviewer’s Comments:** | **Signature:** | **Date:** |
| **Employee’s Comments:** | **Signature:** | **Date:** |