

Kansas State University
Employee Performance Review System
Employee's Annual Report of Activities (PER-48)

Introduction

The Employee Performance Review System includes four components (forms). The Employee Performance Review (PER-47) is the only required component. Optional components are: **Employee's Annual Report of Activities (PER-48)**, Professional Development and Growth Plan (PER-49) and Performance on Goals and Projects (PER-50). Optional components are selected by the supervisor and the employee based on which are best suited to the position. All forms are available on line at: <http://www.ksu.edu/hr/forms/index.html>

The supervisor and the employee have the flexibility to use only the Employee Performance Review (PER-47) or may agree to use one or all three optional components in conjunction with the Employee Performance Review (PER-47). They are encouraged to be creative in tailoring the Employee Performance Review System to reflect their particular needs. The Employee Performance Review System can be as simple as one component or as sophisticated as four components.

At the beginning of the review period, the supervisor and the employee agree on performance criteria and related performance expectations tailored to the position. Performance expectations may come from the responsibilities listed in the job description or from other job functions. At the conclusion of the review period, these are used as standards for measuring and reporting performance effectiveness.

Completing the Employee's Annual Report of Activities (PER-48)

The Employee's Annual Report of Activities is optional. If the supervisor wishes the employee to complete the form, the form should be given to the employee thirty days prior to the review end date. The employee is responsible for completing the form and for returning it to the supervisor by a designated date (at least two weeks prior to the review end date). Established goals and progress on established goals will be documented as well as other contributions and accomplishments during the rating period. If the form is not completed and returned by the specified date, the review may be completed without using this activities form.

Name, Employee ID, Department, Job Title, Performance Review Period

Complete the top portion of the form (i.e., Name, Employee ID, etc.). This information may be found on the Employee Performance Review (PER-47). If you need additional assistance, ask your department personnel specialist.

Major Goals

List major goals established by you and your supervisor during the review period.

Examples:

- Learn Microsoft Excel well enough to create monthly report.
- Wax all floors within assigned area by August 1.
- Distribute complete and accurate account statements.
- Keep the department in compliance with all requirements; use University, State and Federal rules, regulations and deadlines.

Progress on Established Goals

Document progress made on major goals during the review period.

Examples:

- Attended Microsoft Excel workshop in June and created first monthly report in July.
- In July, I waxed all the floors in my assigned areas.
- Distributed complete and accurate account statements by the 15th of each month.
- Department was kept in compliance; University Budget was updated according to time lines.

Other Contributions and Accomplishments

List any contributions and accomplishments you completed during the review period.

Examples:

- Attended van operator training in July for license renewal.
- Assisted in other areas when needed.
- Completed two courses towards my bachelor's degree.
- Served as a representative on the Classified Senate Committee.

Professional development activities that have enhanced your effectiveness.

List any professional development activities that were completed during the review period.

Examples:

- I attended the following workshops/training sessions:
 - Civility in the Workplace
 - Microsoft Excel
 - How to Recognize and Prevent Sexual Harassment
 - HRIS-PeopleSoft Training (Maintaining Funding)

Other Comments

Write any other suitable comments regarding your activities during the review period.

Examples:

- I appreciated the opportunity to attend the Microsoft Excel workshop.
- Goals are great fun!

Employee's Signature/Date

After completing the form, the employee signs and dates the form. The employee is responsible for completing the form and for returning it to the supervisor by a designated date (at least two weeks prior to the review end date).

Attach the Employee Performance Review, PER-47, when submitted to the Division of Human Resources.