

Kansas State University Employee Performance Review System

Performance on Goals and Projects (PER-50)

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.

Completing the Performance on Goals and Projects (PER-50)

The Performance on Goals and Projects component is optional. This form is used to evaluate goals, special assignments, or committee involvement performed during the review period.

All employees are encouraged to consider having at least one goal or project to focus on during the upcoming review period.

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.

Goal or Project

Briefly summarize each goal or special assignment that demands significant time and effort during the evaluation period.

The goal or project should be written so that both parties understand its meaning and will know whether the goal or project has been completed. A goal or project describes the specific areas in

which the employee needs to focus and may describe the specific actions that will be taken by the employee to accomplish the goal or the project.

Many goals or special assignments are regularly present in supervisory level positions (i.e., special projects or committee involvement, etc.) and may be listed on this form. Observations may be documented by the supervisor throughout the review period or at the end of the review period.

Observations

Observations are documented by the supervisor throughout the review period. If the goal or project has not been completed at the end of the review period, progress to date is documented. In this case, the supervisor may again wish to include this goal or project in the next review period for the employee.

Goal or Project	Observations
<p><u>Example:</u> Ensure that the grant project tasks are accomplished by MM/DD/YY.</p>	<p><u>Example:</u> Project completed ahead of time; smooth transition for everyone involved.</p>
<p><u>Example:</u> Complete a detailed physical inventory of mowing equipment by MM/DD/YY.</p>	<p><u>Example:</u> Inventory process is off to a great start!</p>
<p><u>Example:</u> Following University Budget timelines, work with the department head, college business office and central University staff to development the department budget for the new fiscal year.</p>	<p><u>Example:</u> Met with appropriate personnel to formalize new fiscal year budget. Budget approved and finalized on time.</p>

Employee Signature/Date - Supervisor Signature/Date

The employee and the supervisor sign and date the form when the performance goal or project is established and again at the end of the review period.

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