

Kansas State University Employee Performance Review

Employee Name: _____ **Employee ID:** _____
(Last, First, MI)

Department Name: _____ **Job Title:** _____ **Position #:** _____

Performance Review Period From: _____ **to** _____

<p>Overall Rating:</p> <p><input type="checkbox"/> Consistently Exceeds Expectations</p> <p><input type="checkbox"/> Exceeds Expectations</p> <p><input type="checkbox"/> Meets Expectations</p> <p><input type="checkbox"/> Below Expectations</p>	<p>Review Type: <input type="checkbox"/> Annual</p> <p><input type="checkbox"/> Special</p> <p><input type="checkbox"/> Probationary</p> <p><input type="checkbox"/> Recommend permanent status</p> <p><input type="checkbox"/> Extend probationary status ___ months</p> <p><input type="checkbox"/> Not Recommended for permanent status</p>
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Rating Definitions

Consistently Exceeds Expectations: Met the key requirements of the job in all areas and far exceeded the requirements in more than half of the areas on which the employee is evaluated.

Exceeds Expectations: Met the key requirements of the job in all areas and exceeded the requirements of the job in many areas. Performance is characterized by high achievement.

Meets Expectations: Met the key requirements of the job in many areas. Performance consistently meets the standards of the job.

Below Expectations: Does not meet the key requirements of the job. Excessive direction and follow-up are needed. Immediate improvement required.

Ratings: Rate the employee on the factors listed below
(N/A = Not Applicable or too soon to rate employee on criteria)

Performance Criteria	Consistently Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	N/A
Adaptability (Adjusts to changing situations, learns new and different tasks, responds appropriately to suggestions for work improvement)					
Attendance/Punctuality (Maintains an acceptable attendance record; works as scheduled)					
Communication (Speaks and writes clearly and concisely as it pertains to the job)					
Creativity (Offers innovative ideas that contribute to meeting assignment objectives and departmental goals)					
Initiative/Problem Solving/Decision Making (Performs with minimal supervision, volunteers to complete special projects, acts promptly, seeks solutions to resolve unexpected problems that arise on the job, makes practical, routine decisions)					
Interpersonal Skills (Maintains harmonious working relationships with supervisors, co-workers, students, and the public; adheres to the University's "Principles of Community" by interacting appropriately with all members of the university community and helps to create a hospitable and inclusive environment consistent with institutional efforts)					
Job Knowledge (Demonstrates the knowledge and skill necessary to perform effectively; understands the expectations of the job and stays current with new technologies, methods, and processes in area of responsibility)					
Work Habits (Demonstrates commitment, dedication, cooperation, and positive behavior; complies with university rules and policies; considers safety of self and others while working)					
Work Quality/Productivity (Completes duties as specified in the position description and other special assignments thoroughly and accurately. Performs as efficiently as possible without jeopardizing quality; strives to increase productivity, while maintaining a high level of quality)					

Supervisory/Lead Worker Criteria

Delegation and Supervision (Demonstrates ability to direct others in accomplishing work, effectively selects and motivates staff, encourages career development for staff, and completes timely performance reviews)					
Leadership (Exhibits confidence in self and others, inspires respect and trust, motivates others to perform well, and reacts well under pressure)					
Planning & Organizing (Plans and organizes work, coordinates with others, and establishes appropriate priorities)					

Employee Name: (Last, First, MI) _____ Employee ID: _____

Comment on overall employee performance:

Special Accomplishments: *(Optional)*

Describe any accomplishments or special achievements that had significant impact on the department or the university.

Recommendations to Enhance Employee Performance:

Describe the specific areas in which the employee needs to improve. Also describe the specific actions that will be taken by the supervisor and the employee to strengthen these areas, any training required, and the deadline for which improvements are expected.

Recommendations should become a goal or project for the next review period.

Employee Comments: *(Optional)*

Required Signatures:

A permanent employee, within seven calendar days after being informed of his or her performance review, may appeal the review in writing to the Director of Human Resources. The same applies to certain employees on probation. See K.A.R. 1-17-12.

Employee: _____ Date: _____
(Signature does not necessarily signify agreement)

Supervisor/Reviewer: _____ Date: _____

Approval: _____ Date: _____