IOWA STATE UNIVERSITY
PERFORMANCE PLANNING AND EVALUATION

Employee's Name ___________________________________________________________

Position Title ______________________________________________________________

Division __________________________________________________________________

Department __________________________________________________________________

Type of Review: Annual ______ Other _______ Review Period ______ to ________

DEFINITION OF JOB RESPONSIBILITIES

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________


Definitions of Rankings

Above Satisfactory - Performance is exemplary in all areas of the factor
Satisfactory - Performance routinely meets expectations in important area of the factor
Below Satisfactory - Performance falls below expectations in important areas of the factor - improvement required.

JOB KNOWLEDGE

Understanding job procedures, policies and responsibility: Keeping up-to-date technically, acting as a resource person whom others rely for assistance.

Task 1 - _____% of time: ______________________________________________________

Definition of "Meets Expectations" ____________________________________________

________________________________________________________________________

Performance _____Above Satisfactory _____Satisfactory _____Below Satisfactory

Comments ________________________________________________________________

Regarding ________________________________________________________________

Performance ______________________________________________________________
Task 2 - ____% of time: _______________________________________________________

Definition of "Meets Expectations" ___________________________________________________________________________

Performance ______Above Satisfactory ______Satisfactory ______Below Satisfactory

Comments ____________________________________________________________

Regarding __________________________ Performance _________________________

Task 3 - ____% of time: _______________________________________________________

Definition of "Meets Expectations" ___________________________________________________________________________

Performance ______Above Satisfactory ______Satisfactory ______Below Satisfactory

Comments ____________________________________________________________

Regarding __________________________ Performance _________________________

Task 4 - ____% of time: _______________________________________________________

Definition of "Meets Expectations" ___________________________________________________________________________

Performance ______Above Satisfactory ______Satisfactory ______Below Satisfactory

Comments ____________________________________________________________

Regarding __________________________ Performance _________________________

QUALITY/QUANTITY OF WORK

Consistently producing a high volume of thorough, accurate, neat and according to specifications work: producing services or output quickly and efficiently.

Definition of "Meets Expectations" ___________________________________________________________________________

Performance ______Above Satisfactory ______Satisfactory ______Below Satisfactory

Comments ____________________________________________________________

Regarding __________________________ Performance _________________________

COMMUNICATION SKILLS

Speaking clearly, concisely and using words easily understood: exchanging ideas with others:
Listening to understand meaning of oral material: writing reports, memos, letters, etc. using
appropriate style, format, spelling, and grammar; writing in a clear, concise manner.

Definition of "Meets Expectations" _______________________________________________________

Performance ______Above Satisfactory ______Satisfactory ______Below Satisfactory

Comments ____________________________________________________________
Regarding _____________________________________________________________
Performance ____________________________________________________________

ATTENDANCE AND PUNCTUALITY

Coming to work regularly without excessive absences: maintaining assigned work schedules.

Definition of "Meets Expectations" _______________________________________________________

Performance ______Above Satisfactory ______Satisfactory ______Below Satisfactory

Comments ____________________________________________________________
Regarding _____________________________________________________________
Performance ____________________________________________________________

COOPERATION AND TEAMWORK

Putting the group's success ahead of personal goals: sharing information and resources with
others: giving timely response to requests made by others: promoting teamwork: exhibiting
positive attitudes during time of change; taking on new tasks with enthusiasm and energy.

Definition of "Meets Expectations" _______________________________________________________

Performance ______Above Satisfactory ______Satisfactory ______Below Satisfactory

Comments ____________________________________________________________
Regarding _____________________________________________________________
Performance ____________________________________________________________
GENERAL PERFORMANCE SUMMARY

Performance  _____ Above Satisfactory  _____ Satisfactory  _____ Below Satisfactory

Comments ____________________________________________
Regarding __________________________________________
Performance __________________________________________

INDIVIDUAL DEVELOPMENT ACTION PLAN

How can this individual improve his/her performance and/or prepare for future assignments?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What training activities (within and/or outside ISU) would be helpful?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The performance/planning evaluation form has been reviewed with the employee.

Employee's
Signature  ___________________________  Date  ___________________________

Supervisor's
Signature  ___________________________  Date  ___________________________

Director/Department
Head Signature  ___________________________  Date  ___________________________

Employee Comments
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________