

**Iowa State University
Professional & Scientific Performance Appraisal**

After July 1, 2019 P&S performance review acknowledgement will occur electronically in Workday. However, the documentation of specific performance measures and the meeting to communicate with the employee will still happen outside the system. Please see the Workday Performance Appraisal User Guide for information about how to complete this portion in the system.

1. Give a copy to the employee.
2. Keep a copy for the departmental employee personnel file.
3. University Human Resources recommends that you send a copy to 3810 Beardshear Hall, where it can be placed in the official personnel file.
4. The P&S acknowledgement of performance review will be completed electronically in Workday.

Employee's Name:		University ID:	Date of Hire:
Job Title:		Class Code:	Time In Position (Years and Months):
Department Name:			
Review Period From:	Review Period To:	Supervisor:	
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> Three or six-month (new hire or job change) <input type="checkbox"/> Other (specify):			Today's Date:

Performance Appraisal Key	
N/A	Items NOT APPLICABLE to the position or unable to be observed in the timeframe.
U	UNSATISFACTORY work.
N	Work performance NEEDS improvement. Employee is having performance problems.
M	Work performance MEETS normal work requirements. The employee completes tasks as assigned.
B	Performs BEYOND normal work requirements.

Knowledge of Work - Extent to which the accomplishment of the primary mission of the position or job function is attained and the information is processed and applied.					
	N/A	U	N	M	B
1. Competent and understands duties and related work assignments.					
2. Proactive dealing with critical issues and details.					
3. Work produced meets quality requirements of accuracy, thoroughness, and efficiency.					
4. Volume of work is consistent and timely.					
5. Overcomes obstacles to meet objectives.					
6. Promotes the mission of the organization.					
Notes:					

Leadership & Self Development - Ability and extent to which the individual is resourceful, establishes clear focus and direction, accepts responsibilities, contributes as a team player, manages tasks, seeks knowledge, and generates solutions.					
	N/A	U	N	M	B
1. Exhibits confidence in self and others.					
2. Establishes clear focus and direction and has a plan of action.					
3. Consults, makes decisions and takes action.					
4. Accepts responsibility.					
5. Delegates tasks and acknowledges authority to accomplish task.					
6. Regularly provides constructive and positive feedback.					
7. Actively supports, promotes, and seeks training and development opportunities.					
8. Sets clear, achievable objectives and attains results.					
Notes:					

Project & Financial / Budget Management - Ability and extent to which the individual defines a project, gathers and analyzes relevant information, develops and/or contributes to the development of realistic budget parameters.

	N/A	U	N	M	B
1. Clearly defines project and determines required resources.					
2. Establishes goals and milestones.					
3. Establishes effective procedures, alternatives, liaisons, and timelines.					
4. Coordinates and monitors group or team processes.					
5. Operates within budget parameters.					
6. Develop and implements cost saving measures or promotes revenue generation where appropriate.					
7. Projects are completed on time and within budget guidelines.					
8. Sets clear, achievable objectives and attains results.					
9. Overcomes obstacles to meet objectives.					
10. Regularly provides constructive and positive feedback.					
Notes:					

Interpersonal Oral and Written Communication - Demonstrates the ability to promote a positive work environment by selecting and eliciting appropriate and pertinent communication methods and information.

	N/A	U	N	M	B
1. Speaking is clear, concise, and organized.					
2. Selects the most appropriate and effective communication method.					
3. Writing is clear, concise and organized.					
4. Adjusts information and delivery to the target audience.					
5. Demonstrates effective group presentation skills.					
6. Keeps supervisor and others informed.					
7. Comprehends and can interpret oral/written communications.					
8. Exhibits reflective listening skills.					
9. Responds in a positive manner to feedback.					
10. Provides clear, concise, and organized feedback.					
11. Ability to deal with conflict constructively.					
12. Affectively participates as a team member.					
13. Maintains confidentiality.					
Notes:					

Time and Attendance - Punctual and present to perform assigned work load.

	N/A	U	N	M	B
1. Punctual for work.					
2. Punctual for meetings.					
3. Present for assigned on duty timeframe.					
4. Present for meetings.					
Notes:					

Health and Safety - Uses best practices to assist in ensuring the health and safety of self and others.

	N/A	U	N	M	B
1. Is attentive to potential health and safety risks.					
2. Monitors workplace for self and other employees.					
3. Makes recommendations for improving safe work practices.					
4. Follows established safe work practices.					
5. Understands process for reporting injuries.					
Notes:					

Overall Rating of Employee - Overall rating is considered for each area appraised, is normally an average of all areas combined, and is supported by the evaluation content. The employee's overall rating for this period is:

- Unsatisfactory work
- Work performance needs improvement
- Work performance meets normal work requirements
- Performs beyond normal work requirements

Comments:

Development Plan - To be completed by the appraiser and employee together during performance evaluation session.

1. Major strengths: What elements of performance contributed most to employee's success?

2. What areas of performance need the most improvement?

3. What actions should be taken by either employee or supervisor to improve the employee's performance?

Signing the form indicates only that the form has been reviewed with you and that you have received a copy. It does not imply agreement.

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Comments: