

## STAFF PERFORMANCE REVIEW PROCESS

The University has identified the following as being important dimensions of success for all staff members: job knowledge; quality and quantity of work (including achieving established performance objectives); initiative; relationships with others; teamwork; dependability; service to "customers"; judgment; and supervisory skills (when applicable). Please take these various dimensions into account during the performance review process.

- I. Staff Performance Review Process
- A. Supervisor and employee each prepare for the performance review discussion by writing appropriate notes on the performance review form.
- B. Supervisor and employee meet for performance review discussion.
- C. Supervisor drafts performance review.
- D. Employee has an opportunity to review, add comments, and sign review.

## **SOUTHERN UTAH UNIVERSITY** STAFF PERFORMANCE REVIEW

STAFF MEMBER:			
POSIT	POSITION TITLE:		
TIME	TIME IN THIS POSITION:		
DATE	DATE OF REVIEW:		
PERIOD OF REVIEW:			
PERSON COMPLETING REVIEW:			
Note: A copy of this review should be given to the staff member, and another copy sent to Human Resources for inclusion in the individual's employment file.			
1.	Briefly describe the individual's role at Southern Utah University and why it is important:		
2.	Describe the individual's key accomplishments and/or contributions during the relevant review period:		

3.	Identify the particular strengths that the individual demonstrates in doing his/her job and in supporting the overall success (mission) of the University:
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4.	Identify areas of professional or personal growth that you believe would enhance the individual's performance. Specify any supervisory or university support that would be required to accomplish the professional or personal growth goals:

5.	Identify specific areas of improvement, if any, which need to be addressed and indicate what is necessary to bring the staff member's performance to a level that meets expectations:	
6.	Summarize your overall observations about the staff member's contribution both to your department and to the University as a whole:	
Superv	visor's signature Date	
The staff member's signature below indicates that he/she has seen this form. It may not mean that the staff member agrees with all of the supervisor's comments. The staff member has five (5) days to add written comments below if he/she desires.		
Staff member's comments:		

Date

Staff member's signature