

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:

POSITION TITLE:

TIME IN THIS POSITION:

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:
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:

Date