



***PERFORMANCE DIALOGUE AND
DEVELOPMENT SUMMARY***

Administrative Employee

Name: _____

Position Title: _____

Department/Office: _____

Supervisor: _____

Period Covered: From _____ to _____
Month/Year Month/Year

OVERVIEW OF PROCEDURE:

- The supervisor will notify the employee of his/her upcoming performance review and deliver the employee's self-assessment form in an appropriate time frame.
- The employee completes the self-assessment and sends back to his/her supervisor prior to their scheduled meeting. (optional)
- The supervisor prepares and completes the performance dialogue and arranges a date and time to meet to discuss the employee's performance ~ in an uninterrupted setting if possible.
- During the dialogue session, the supervisor and employee discuss each factor and comments.
- As part of the dialogue process they jointly develop related activities needed for improvements and/or career development for next 12-month cycle.
- The supervisor gives a copy of the final appraisal to the employee.
- The employee completes response section if desired and returns to supervisor.
- Obtain proper signatures, attach any additional paperwork and return original form to Human Resources.

PART I PERFORMANCE FACTORS

DIRECTIONS:

- Best describe the individual's performance in each category. Support each evaluation with illustrative comments where appropriate.
- If any category is not applicable, indicate so under "Comments".
- Factors are not in priority order.

1. **PROFESSIONAL KNOWLEDGE:** Demonstrates possession of and ability to apply the technical skills and knowledge required for the job.

Comments: _____

2. **PROBLEM SOLVING:** Comprehends complex problems and processes; gives due consideration to all aspects of problems; anticipates longer range implications of decisions.

Comments: _____

3. **JUDGMENT/ DECISIVENESS:** Makes appropriate decisions based on available information within time constraints. Understands the consequences of these actions and decisions; recognizes priorities; relates specific area interests to organizational concerns.

Comments: _____

4. **PLANNING:** Identifies all tasks necessary to meet objectives; makes realistic estimates for completion of tasks; anticipates contingencies and defines alternative plans.

Comments: _____

5. **ORGANIZATION:** Organizes work for efficiency; budgets time appropriately; demonstrates clear understanding of responsibilities and reporting relationships. Uses time effectively.

Comments: _____

6. **WRITTEN COMMUNICATION:** Conveys thoughts effectively in writing; e-mail, memos, and reports are concise, exact, and easily understood. Understands and verifies ideas presented by others.

Comments: _____

7. **ORAL COMMUNICATION:** Verbally conveys thoughts and complex technical issues effectively; capable of making individual and group presentations; able to sell ideas. Is an active listener; verifies understanding; creates atmosphere conducive to conveyance of information.

Comments: _____

8. **INTERPERSONAL RELATIONS:** Interacts effectively with various levels and in a variety of situations; interacts in a professional manner; maintains good rapport within and outside of area; helpful in assisting others in individual's area of expertise; promotes respect for all people; is sensitive to cultural differences.

Comments: _____

9. **INNOVATION/INITIATIVE** Seeks creative approaches; grasps opportunities; inserts own thoughts and actions to enhance results; goes beyond stated responsibilities; recognizes self-development needs and pursues training as appropriate.

Comments: _____

10. **GROUP/TEAM COMMITTEE PARTICIPATION:** Committed to group's objectives; actively participates but non-domineering; assists others in their performance; assumes leadership role when appropriate; sensitive to others' needs; encourages and respects diverse opinions and perspectives.

Comments: _____

11. **SELF-DEVELOPMENT:** Recognizes development needs; requests training or assistance to fulfill development needs; develops self in preparation for greater responsibilities.

Comments: _____

12. **SUPERVISION:** *Individuals who supervise other employees of the Colleges should be rated for the following categories:*

- **LEADERSHIP:** Actively inspires positive work climate; effectively brings about group accomplishment of tasks; adapts leadership style appropriate for each situation.
- **TRAINING/DEVELOPMENT:** Develops ability (self and others) to take on varied responsibilities; identifies and successfully meets subordinate's training and development needs.
- **STAFFING:** Displays good track record in selecting and promoting quality subordinates; appropriately handles poor performers.

Comments: _____

PART II- Take this opportunity to expand the dialogue by noting employee's particular strengths and/or weaknesses, areas of special emphasis or concern, or other issues not addressed in Part I. Attach an additional page(s) as appropriate.

PART III *EVALUATION OF PREVIOUS YEAR'S
WORK PLAN* (Discuss how the employee fared in achieving the goals set out in the work plan from the previous year's dialogue.)

PART IV *RESPONSIBILITIES VS. JOB DESCRIPTION*
(Evaluate how the employee meets the responsibilities set forth in his/her job description.)

PART V GOALS AND ACTION PLAN

The employee and supervisor should work together at the end of the dialogue to develop the employee's job and career-related goals and design an action plan for the next 12 months in order to achieve these goals. This will be reviewed and updated during the next performance dialogue.

GOALS	ACTION PLAN

PART VI EMPLOYEE RESPONSE

PART VII SIGNATURES

Employee Signature: _____ Date

Are there any additional pages attached? Yes No

Supervisor Signature: _____ Date

Senior Staff Signature: _____ Date

Human Resources Signature: _____ Date