

**IOWA STATE UNIVERSITY
PERFORMANCE PLANNING AND EVALUATION**

Employee's Name _____

Position Title _____

Division _____

Department _____

Type of Review: Annual _____ Other _____ Review Period _____ to _____

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DEFINITION OF JOB RESPONSIBILITIES

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 _____

