

Case Western Reserve University Performance Management Outline for the Development and Evaluation of Professional Staff

Case Western Reserve University is a leading independent center for education, research and community citizenship. The University achieves its goals through the performance and excellence of each individual. The University expects all its staff employees to exemplify its values through committed leadership and concern for human relationships. As an organization, we value:

A working environment that encourages:

- Mutual respect and open communication
 - Innovation and continuous learning
 - A cooperative spirit and teamwork
 - Respect for diversity and inclusiveness
- Personal growth and celebration of accomplishments
 - Safety orientation

Personal responsibility based on:

- Integrity and ethics
- Accountability for results
- Clear goals and empowerment
 - Dependability
- Protecting resources against waste, loss, or misuse

A customer-focused service orientation which exhibits:

- Concern for the customer's goals and needs
 - Economy, efficiency, and flexibility
 - Courtesy
- Responsiveness with good judgment
- Continuous and measurable improvements

Employee Name _____

Job Title _____

Department _____

Evaluator _____

Objectives & Development Planning Period:

From _____ Through _____



Performance Management Outline

SECTION I

Responsibilities/Objectives and Performance Standards in Support of Departmental Goals “Maximizing one’s professional qualifications to make a difference”

Primary Performance Expectations: Responsibilities/Objectives and Standards	Mid-Year Progress Notes	End of Period Rating of Success and Effectiveness Comment and Place X on Scale to Rate Not Strong Very Strong
Objective 1:		-----
Objective 2:		-----
Objective 3:		-----
Objective 4:		-----
Objective 5:		-----

Objectives for new rating period reviewed and agreed to:				Mid-Year Review:			
Evaluator	Date	Employee	Date	Evaluator	Date	Employee	Date

SECTION II

**Performance Competencies
“Making a Difference by Working and Learning Together.”**

	Mid-Year Progress Notes	End of Period Rating of Success and Effectiveness Comment and Place X on Scale to Rate Not Strong Very Strong
Job Knowledge/Competency: Demonstrates the knowledge and skills necessary to perform the job effectively. Understands the expectations of the job and remains current regarding new developments in areas of responsibility. Performs responsibilities in accordance with job procedures and policies. Acts as a resource person upon whom others rely for assistance.		----- ----- ----- -----
Quality/Quantity of Work: Completes assignments in a thorough, accurate, and timely manner that achieves expected outcomes. Exhibits concern for the goals and needs of the department and others that depend on services or work products. Handles multiple responsibilities in an effective manner. Uses work time productively.		----- ----- ----- -----
Planning/Organization: Establishes clear objectives and organizes duties for self based on the goals of the department, division, or management center. Identifies resources required to meet goals and objectives. Seeks guidance when goals or priorities are unclear.		----- ----- ----- -----
Initiative/Commitment: Demonstrates personal responsibility when performing duties. Offers assistance to support the goals and objectives of the department and division. Performs with minimal supervision. Meets work schedule/attendance expectations for the position.		----- ----- ----- -----
Problem Solving/Creativity: Identifies and analyzes problems. Formulates alternative solutions. Takes or recommends appropriate actions. Follows up to ensure problems are resolved.		----- ----- ----- -----
Teamwork and Cooperation: Maintains harmonious and effective work relationships with co-workers and constituents. Adapts to changing priorities and demands. Shares information and resources with others to promote positive and collaborative work relationships.		----- ----- ----- -----
Interpersonal Skills: Deals positively and effectively with coworkers and constituents. Demonstrates respect for all individuals.		----- ----- ----- -----
Communication (Oral and Written): Effectively conveys information and ideas both orally and in writing. Listens carefully and seeks clarification to ensure understanding.		----- ----- ----- -----

Competencies Reviewed and Discussed: Mid-Year Review	
Evaluator	Date
Employee	Date

SECTION III

End of Period Summary Performance Rating

Based on a review of Section I, Success and Effectiveness in Position Responsibilities/Accomplishing Objectives and Standards, and Section II, Performance Competencies, provide a summary performance rating:

Comments:

- Performance consistently and significantly above standards in virtually all areas; far exceeds normal expectations.
- Performance well above standards in many important aspects; usually exceeds normal expectations.
- Performance meets standards in all important aspects; good contributor.
- Performance slightly below standards in some important aspects, but meets standards in others; performance generally acceptable but improvement needed to fully achieve functional performance level.
- Performance below standards in a number of critical aspects; substantial improvement needed.

Evaluator Signature

Date

I have read this appraisal and it has been discussed with me. I understand that signing this appraisal does not necessarily mean I agree with all of the information in it or that I forfeit my right for review.

Employee Signature

Date