Dixie State University

Staff Employee Annual Review

- Annual evaluation period is the calendar year (January – December). Supervisors must evaluate all full-time, non-probationary staff employees. The actual evaluation can take place any time after November 1.
- **Supervisors should view the annual performance evaluation training before completing this form or meeting with an employee.**
- Comments and other text sections can be expanded as needed.
- Supervisors are required to have a face-to-face meeting with the employee to discuss the supervisor’s evaluation.
- This form must be submitted with an accompanying Staff Self-Evaluation form completed by the employee prior to this evaluation.
- Completed forms (including employee, supervisor, and next-level supervisor signatures) must be submitted to the Human Resources Office no later than January 30.

**Employee:**

**Supervisor:**

**Banner ID:**

**Date of review meeting:**

1. **Modifications to Current Job Description** *(as needed)*

   *Changes requested:*

2. **Performance on prior year’s SMARTER goals**

   **Goal 1:**
   
   *Result:*

   **Goal 2:**

   *Result:*

   **Goal 3:**

   *Result:*

   **Goal 4:**

   *Result:*

   **Goal 5:**

   *Result:*

3. **Quality & Quantity of Work** – *Evaluates work product*

   - Delivers appropriate level, quality, and amount of work and/or services according to professional standards.
   - Proficiently carries out assignments; meets established deadlines and schedules.
   - Demonstrates thoroughness, accuracy, efficiency, and attention to detail.
   - Works independently; self-manages without the need for constant supervision.

   **Supervisor Comments & Suggestions for Improvement:**

4. **Initiative & Problem Solving** – *Examines the ability to think critically and take appropriate action*

   - Willingly seeks additional responsibilities as time permits; shows an ability to adapt to new situations and change in the workplace.
   - Is receptive to and/or contributes new ideas, methods, processes, or procedures to improve efficiency; anticipates needs; prevents potential problems; takes or recommends effective action.
   - Understands and responds to problems perceived by others; appropriately gathers and evaluates information, identifies key issues, and develops course of action to address issues in a timely manner; involves appropriate parties; seeks assistance and direction when necessary.

   **Supervisor Comments & Suggestions for Improvement:**
### 5. Knowledge – Assesses efforts to remain current and increase knowledge / skills

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- Possesses and applies required knowledge and skills; understands and employs current information, methods, policies, and procedures to job responsibilities; effectively uses required technology, tools, and equipment.
- Maintains current knowledge of job methods, skills, techniques, and technology; stays informed about new developments affecting employee’s role, department responsibilities, and/or University mission.
- Welcomes and applies feedback from multiple sources; identifies and acknowledges one’s own strengths and weaknesses; works to emphasizes strengths and improve weaknesses.
- Participates in required and optional training and education to improve job-related skills, current knowledge, competencies, and abilities; completes required training in accordance with deadlines.

**Supervisor Comments & Suggestions for Improvement:**

### 6. Serving Others – Considers behavior and attitude toward external and internal customers and colleagues

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- Uses good service techniques at all times across a variety of interaction formats; courteous, empathetic, and friendly to all those who are served; supports and appropriately represents the University.
- Responds accurately and promptly to internal and external inquiries; responsive to customer needs; responds constructively to customer needs and improves processes to overcome barriers to providing good service.
- Adapts to serving and working with different personalities, communication styles, and cultures; shows behavior that respects and values individual differences; contributes to processes that create and support a diverse environment; builds a climate of openness and inclusiveness; supports diversity throughout the University.
- Collects input from internal and external customers to determine if needs are consistently met; identifies areas for improvement; identifies action plans for improvement.

**Supervisor Comments & Suggestions for Improvement:**

### 7. Communication – Measures effectiveness in communicating with others

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- Demonstrates professional communication skills in a variety of formats with supervisors, coworkers, students, and internal and external customers; offers timely responses; listens attentively and asks for clarification as needed.
- Consults with others who may be impacted or who can offer relevant information; provides relevant work-related information and ideas in an effective and timely manner to supervisors, coworkers, and customers; fosters information sharing among involved parties.
- Projects professional appearance and attitude.

**Supervisor Comments & Suggestions for Improvement:**

### 8. Teamwork – Gauges success at working collaboratively

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- Works cooperatively with supervisors and coworkers to accomplish the University mission; demonstrates an understanding of the interrelatedness between department functions and between various departments and divisions; strives to improve team processes and functioning; values group as well as individual success.
- Responds appropriately to criticism, suggestions for improvement; willingly accepts supervision and direction; demonstrates flexibility in scheduling and work assignments to meet department needs; cooperates in fulfilling assignments; actively participates in meetings.
- Exhibits appropriate leadership within the team; assists and/or directs colleagues in collective efforts to accomplish results through cohesive action; accurately informs others of progress or conditions that may impact the team’s ability to meet its objectives; adaptable and flexible in meeting team goals.
- Manages conflict, pressure and stressful situations; develops effective resolutions; seeks collaborative solutions.
**Supervisor Comments & Suggestions for Improvement:**

### 9. Time & Resources – Appraises use of work time and University resources

- Exhibits high ethical standards and trustworthiness; uses work time for work activities; focuses on department function and University mission; plans and prioritizes work; sets goals and works to achieve them.
- Demonstrates punctuality and reliability; documents absences; effectively utilizes organizational and project management skills.
- Creates constructive work practices for self; establishes and adheres to priorities; completes assignments on schedule; can balance multiple assignments as required; shows personal accountability and responsibility for self and work output.
- Exercises appropriate care and maintenance of University property.

### 10. Safety and Security – Considers attention to physical safety and information security

- Maintains safe work environment; understands and adheres to safety rules, regulations, and policies; participates in accident prevention measures; maintains safety training; employee’s work practices meet health, safety, physical security.
- Exhibits work practices and behavior that maintain information security and confidentiality; maintains secure work environment; adheres to information security requirements.

**FOR EMPLOYEES WHO SUPERVISE THREE (3) OR MORE FULL-TIME EMPLOYEES**

### 11. Supervisory Responsibilities – Judges performance of supervisory responsibilities

- Selects qualified employees from among available candidates; effectively trains and leads assigned personnel; works to further diversity and equal opportunity goals.
- Demonstrates clear understanding of subordinates’ work responsibilities; clearly defines expectations; encourages and initiates regular discussion of performance with subordinates; fosters professional development of subordinates.
- Conducts timely and honest performance evaluations of subordinates’ performance, strengths, and development needs; provides constructive feedback; generates performance improvement.
- Promotes a shared vision; fosters teamwork; establishes challenging and meaningful goals; plans, schedules, organizes, coordinates, and prioritizes unit workload; allows sufficient time to complete projects while challenging employee productivity.
- Effectively delegates responsibilities; accomplishes work assignments through subordinates.
- Enforces policies and other rules fairly; responds with appropriate and timely action to unacceptable behavior or performance; deals with difficult situations involving subordinates, including instituting employee discipline as required.
- Continues to develop and improve leadership and supervisory skills through training, education, and setting and achieving individual goals.
### 12. Management

* Indicates ability to manage projects, budgets, and resources

- Demonstrates honesty, integrity, and respect for University resources.
- Develops and recommends realistic, accurate, and complete budgets; monitors fiscal activities; manages expenses within established budgeting, reporting, and control procedures; implements sound fiscal management policies and procedures; maintains budget controls.
- Initiates, supports, and promotes change and improvement; adapts outdated methods; seeks training and information to enhance effectiveness and service; anticipates future situations; plans for current and forthcoming needs (budget, space, staff, supplies, and equipment); effectively advocates for unit’s needs.
- Oversees efficient utilization of supplies, equipment, personnel, and other resources while maintaining or improving level of service.
- Effectively controls selection, development, and implementation of work projects.
- Understands, supports, promotes, and upholds University policies; supports institutional decisions.
- Ensures that work products and services consistently meet customer needs.

**Supervisor Comments & Suggestions for Improvement:**

### 13. Goals for coming year

*Goals should be developed by supervisor in conjunction with employee. Goals should be SMART: specific, measureable, attainable, realistic, and timely. Attach additional pages as needed.*

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**Overall Annual Assessment**

**Supervisor Comments & Suggestions for Improvement:**

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**Employee Comments:**

**Employee Signature:**

*signifies receipt, not agreement; expandable as needed*

**Signature of the next level Supervisor after review:**

**Human Resources Review:**

*Copy sent to Vice President by HR:*