Staff Performance

Self-Appraisal

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| Click here to enter text. |  | Click here to enter text. |
| **Staff Member’s Name** |  | **Position Title** |
| Click here to enter text. |  | Click here to enter text. |
| **Supervisor’s Name**  |  | **Supervisor’s Title** |
| Click here to enter text. |  |  |
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| **Appraisal Period**  |  |  |

**Overview**

Performance appraisal is an important component of Elon’s ongoing staff performance management process. Staff members and supervisors complete a performance appraisal at least once annually and are encouraged to conduct a mid-year review as well to contribute to open, ongoing communication and feedback.

**Instructions**

After completing the appraisal, both the staff member and supervisor should sign the completed form and send it to the next level supervisor for review. After the form is fully signed, copies should be made for the staff member and the supervisor, with the original being sent to Human Resources for placement in the personnel file.

**Rating Scale and Definitions**

## Consistently Exceeds Expectations

Performance is consistently superior and of the highest quality. Results consistently exceeded requirements.

## Often Exceeds Expectations

Performance is often superior and of high quality. Results fully met and occasionally exceeded requirements.

## Meets Expectations

Performance is fully acceptable, and quality is good. Results fully met requirements.

## Needs Improvement

Performance is occasionally lacking and quality was not fully reliable. Results met some, but not all, requirements.

## Deficient

Performance is below standards and did not meet requirements. Significant, immediate improvement is necessary.

## NA | Not Applicable

Rating does not apply and/or not observed. Staff member may be new in position.

**Competencies**

*Complete this section to assess the staff member’s competencies as they relate to the current position. Comment area available at the end of the section.*

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| **Competencies** | **Rating Scale** |
| **Job Knowledge***Demonstrates functional expertise as it relates to the job. Proficient in methods, techniques, and equipment necessary to accomplish work. Strives for excellence. Asks relevant questions when uncertain. Shares information and knowledge with others.**Comments:* | Choose an item. |
| **Decision-Making***Analyzes facts and situations prior to initiating action and problem-solving. Uses logic and good judgment to make decisions that are in alignment with Elon’s mission and values.**Comments:* |  Choose an item. |
| **Initiative***Handles unforeseen difficulties successfully, develops new ideas that support Elon’s nationally recognized innovative culture, and does not require close supervision.**Comments:* | Choose an item. |
| **Inclusive Excellence***Shares responsibility to act deliberately toward equitable outcomes.* *Demonstrates Elon’s commitment to value and celebrate diverse backgrounds, cultures, experiences, and perspectives. Fosters respect for human differences, supports belonging and well-being and pursues a community where people strive to dismantle oppression and where individuals flourish.**Comments:* | Choose an item. |
| **Communication***Communicates with appropriate tone, clarity, and timelines. (Both oral and written communication).**Comments:* | Choose an item. |
| **Working Relationships and Teamwork***Demonstrates an appreciation for Elon’s close, student-focused community and works effectively with internal and external groups, departments, and individuals to foster a productive, inclusive and respectful working environment.* *Comments:* | Choose an item. |
| **Dependability and Quality of Work***Recognizes the relative importance of certain tasks and responsibilities and has the ability to prioritize to ensure that deadlines are met. Actively demonstrates commitment to Elon’s principles of excellence and shared responsibility by maintaining a consistent and predictable work schedule and punctuality.* *Comments:* | Choose an item. |
| **Accountability***Demonstrates the ownership necessary for achieving desired results. Holds self and staff accountable for following policies and promotes the vision and direction of Elon University, including being fiscally responsible.* *Comments:* | Choose an item. |
| **Strategic Leadership and/or Supervision***Appropriately aligns efforts with Elon’s strategic plans and departmental and divisional goals, delegating equitably and motivating through quality feedback, coaching and accountability.* *Comments:* | Choose an item. |
| **Safety***Completes work in a safe way and follows all university and departmental policies and safety rules.**Comments:* | Choose an item. |
| **NCAA Compliance (If Applicable)***Incorporate NCAA compliance responsibilities and fulfills responsibilities at the highest of institutional, personal, and NCAA standards.* *Comments:* | Choose an item. |

**Goals**

*Copy and paste goals from the 2022 review process and then report 2-3 sentences on the progress of that goal.*

*Also indicate the status: underway, not started-moving to 2023, not started and removing (provide justification) or complete.*

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| Goal/Responsibility **#1** |

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| Goal/Responsibility **#2**:  |

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| Goal/Responsibility **#3**:  |

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| Goal/Responsibility **#4**:  |

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| Goal/Responsibility **#5**:  |

**Overall Rating**

Choose an item.

**Staff Member’s Comments:**

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