



I. Identifying Information

Employee: _____

Review Cycle: From: _____ To: _____

RF Title: _____ Salary Grade: _____

Local Title: _____

Department: _____

Supervisor: _____

Date of Mid-Year Discussion (optional): _____

II. Goals

A minimum of one (1) goal in each of the two categories is required: individual goal related to division/department goal or job description, and professional development goal.

**A. Division/Department Goal:
Individual Goal:**

**Division/Department Goal:
Individual Goal:**

**Division/Department Goal:
Individual Goal:**

**Division/Department Goal:
Individual Goal:**

**B. Professional Development Goal:
Activity Plan:
Support Necessary for Completion:**

**Professional Development Goal:
Activity Plan:
Support Necessary for Completion:**

III. Performance Factor Ratings

Using the following definitions, check the box that most closely describes the Research Foundation Staff Member's performance for each of the required performance factors.

Above Expectations: Met all standards for the factor and in most instances exceeded them. At

Expectations: Met all standards for the factor and in some instances exceeded them. Below Expectations:

Failed to meet most standards for the factor or met them only partially.

FACTOR	Above Expectation	At Expectation	Below Expectation
1. PRODUCTIVITY Consider the degree to which the individual produces the appropriate quality and quantity of work.			
2. FLEXIBILITY Consider performance under pressure and handling of multiple assignments.			
3. INITIATIVE Consider the extent to which the individual sets his/her own constructive work practice and recommends and creates new procedures.			
4. DEPENDABILITY Consider the extent to which the individual completes assignments on time and carries out instructions.			
5. JUDGEMENT Consider the extent to which the individual exercises good judgment and demonstrates awareness of administrative needs, safety or other work-related considerations in decision-making.			
6. INTERPERSONAL RELATIONS Consider the extent to which the individual is cooperative, considerate, and tactful in dealing with supervisors, subordinates, peers, faculty, students and others.			
7. ORGANIZATION To what extent are projects well-conceived, analyzed and carried out?			
8. COMMUNICATION ABILITIES Are the individual's thoughts expressed clearly and concisely?			
9. SENSITIVITY TO DIVERSITY Consider the extent to which the individual deals effectively with persons from diverse social and cultural backgrounds by treating them in a professional and respectful manner.			
10. GROWTH AND DEVELOPMENT Consider the extent to which the individual attempts to improve competencies in job-related areas; seeks opportunities to develop professionally.			
11. SUPERVISORY RESPONSIBILITY (if applicable) Consider the extent to which the individual is able to train, motivate, direct and obtain results from subordinates.			

IV. SUPERVISOR COMMENT. Comment on the Research Foundation staff member's strengths and weaknesses. Also comment on any other factors that were not included in Section III that you think should be included.

V. Job Description (check one)

- Job description has been reviewed and is up to date.
- Job description revisions were made on _____ (date). Attach a copy of the new job description.

Note: Significant and permanent changes in the nature of responsibilities are reason to consider reclassification or salary increase.

VI. Signatures

I have reviewed my job description and agree that it reflects my current job responsibilities. I understand that this job description and the performance program will serve as the basis for my end-of-year evaluation. Note: If you do not concur with the performance program, you have 10 working days to provide written comments in the box below before the performance program is finalized.

Employee: _____ Date: _____
Comments: _____

Supervisor: _____ Date: _____
Comments: _____

Department Head: _____ Date: _____
Comments: _____

Copies: Employee
Supervisor
RF Human Resources

(revised 11/2014)

Checklist for Supervisor:

- Entered a **one-year review cycle**
- Entered a minimum of one goal in each goal category
- Met with employee to discuss draft and final version of the performance program.
- If employee is a new hire or this is the first job description on record, reviewed the job description with the employee, obtained employee's signature.
- Provided employee with the current version of the job description on the Research Foundation job description template.
- Attached a copy of the job description on the Research Foundation job description template if it was revised.