****

**PERFORMANCE PLANNING & APPRAISAL**

|  |  |  |
| --- | --- | --- |
| **Staff Members Name:** | **Supervisor/Appraiser:** | **Performance Period:**  **(Month/Year to Month/Year** |
| **Staff Member Department:** | **Planning Meeting**  **Date Completed:**  **Final Evaluation**  **Date Completed:** | **Check-In Meeting 1**  **Date Completed:**  **Check-In Meeting 2**  **Date Completed:**  **Please Note: Two check-in meetings are mandatory for CWA members.** |

**Performance Planning & Measures**

**Job Duties/Responsibilities**

|  |
| --- |
| * Essential job duties/responsibilities are in the detailed position description, institutional values, and standard operating procedures and other documentation maintained by the department. * Supervisors are required to maintain, and review with each staff member, the detailed position description. Staff members are required to understand their job duties/responsibilities and to seek clarification when needed from their supervisor. If either the supervisor or the staff member question the accuracy or content of the detailed position description, both should review it together. Suggested changes should be made by the supervisor and submitted to the Human Resource Manager for processing and approval. A copy of the employee’s job description should be printed for signature and filing in the staff member’s HR file. Employee should receive a copy of their job description for their records as well. |
| **Objectives/goals related to job duties/responsibilities: When writing goals make sure they are specific, align with University and departmental goals, and are measurable. If you are setting goals in this area we only recommend 3-5.**  [**http://www.osu.edu/eminence/assets/files/Strategic\_Goals.pdf**](http://www.osu.edu/eminence/assets/files/Strategic_Goals.pdf) |
| **1.**  **2.**  **3** |
| **Supervisor’s Comments: Include comments that indicate employee’s progress whether that be completed, not completed, needs improvement, etc. This is also the area where you can add new goals if needed.** |
| Check-In meeting no. 1 comments (mandatory for CWA members): |
| Check-In meeting no. 2 comments (mandatory for CWA members): |

**Additional Objectives/Goals beyond Job Duties/Responsibilities**

|  |
| --- |
| * Additional objectives are those beyond the employee’s usual job duties or are otherwise exceptional, e.g., due to the time commitment or departmental or institutional impact, et cetera. * The supervisor may deem that the position description is the sole objective and that no additional objectives will be listed. Or the supervisor may establish several additional objectives. Three to five challenging objectives generally is considered manageable and motivational. * It is the supervisor’s responsibility to maintain records documenting that objectives have been reviewed with, and understood by, the staff member and to assure that reasonable resources are provided to accomplish objectives. It is the staff member’s responsibility to understand the objectives and to seek clarification when needed from their supervisor. |
| **Optional objectives/goals that are above and beyond job duties/responsibilities: When writing goals make sure they are specific, align with University and departmental goals, and are measurable. If you are setting goals in this area we only recommend 3-5.**  [**http://www.osu.edu/eminence/assets/files/Strategic\_Goals.pdf**](http://www.osu.edu/eminence/assets/files/Strategic_Goals.pdf) |
| **1.**  **2.**  **3.** |
| **Supervisor’s Comments: Include comments that indicate employee’s progress whether that be completed, not completed, needs improvement, etc. This is also the area where you can add new goals if needed.** |
| Check-In meeting no. 1 comments (mandatory for CWA members): |
| Check-In meeting no. 2 comments (mandatory for CWA members): |

**Professional Development**

|  |
| --- |
| * Professional development covers a range of learning opportunities including personal development, career advancement, and skills & ability enhancement among others. * **Every staff member should have at least one development objective.** * It is the supervisor’s responsibility to maintain records documenting that objectives have been reviewed with, and understood by the staff member, and to assure that reasonable resources are provided to accomplish objectives. It is the staff member’s responsibility to be sure they understand the objectives and to seek clarification when needed from their supervisor. |
| **Professional development objectives/goals: When writing goals make sure they are specific, align with University and departmental goals, and are measurable. If you are setting goals in this area we only recommend 3-5.**  [**http://www.osu.edu/eminence/assets/files/Strategic\_Goals.pdf**](http://www.osu.edu/eminence/assets/files/Strategic_Goals.pdf) |
| **1.**  **2.**  **3.** |
| **Supervisor’s Comments: Include comments that indicate employee’s progress whether that be completed, not completed, signs of improvement, etc. This is also the area where you can add new goals if needed.** |
| Check-In meeting no. 1 comments (mandatory for CWA members): |
| Check-In meeting no. 2 comments (mandatory for CWA members): |

**OVERALL PERFORMANCE APPRAISAL**

**(At year end)**

|  |  |  |
| --- | --- | --- |
| * Select only one. * If the rating is the high-standard “SUCCESSFUL” then comments are optional * If the rating is “ Unsatisfactory,” then comments/documentation are required: * Specific and measurable performance improvement actions must be clearly stated within or attached to this form; and * Appraisal comments and documentation should clearly justify this rating; and * Must include dates during the appraisal period when the supervisor met with the employee to discuss deficiencies and definite steps for improvement. * If the rating is “Extraordinary,” then comments/documentation are required: * Specific, detailed documentation supporting this rating must be attached or documented within this form; and * The documentation should clearly present the unusual challenge or opportunity; and/or * Clearly and specifically document in what way the staff member was a key contributor to the specified objective(s) or goal(s). * In planning for the next performance year, the supervisor should be able to articulate to the employee, the differences among the various levels of achievement at the time of the goal setting session. | | |
| **Select only one** | **Level of Achievement** | **Description** |
|  | **SUCCESSFUL** | **This staff member met or exceeded expectations and contributed to the success of the department and to the institution(s) by applying their knowledge and skills in a reliable manner, adjusting to changes in workload or other needs and producing high quality results necessary to achieve objectives. This staff member is proficient in job knowledge, dependability and productivity, willingly cooperates and shares information with customers and coworkers, and recommends improvements and solutions.** |
|  | **Unsatisfactory** | **This staff member lacked demonstrated proficiency in one or more major areas of job knowledge, dependability and/or productivity. Their performance resulted in errors, re-work, lost time and/or had a documented negative impact on the department or institution’s(s’) effectiveness or morale. This staff member failed to demonstrate consistent ability to perform the job responsibilities, complete assignments, meet commitments, organize work, and/or accomplish a fair workload.** |
|  | **Extraordinary** | **This staff member made an extraordinary contribution to the success of the department and institution(s). In circumstances of unusual challenge or opportunity this staff member demonstrated an extraordinarily high level of expertise, achievement, commitment and responsibility, and/or was a key contributor in achieving a major departmental or institutional objective or goal.** |
| **Supervisor’s Comments: Include comments that indicate employee’s yearly progress.** | | |
|  | | |

|  |
| --- |
| **Employee’s Comments** |
|  |

**Signatures**

|  |
| --- |
| * **Staff member and supervisor signatures certify that they have met and discussed the appraisal.** * **The employee’s signature does not imply agreement or disagreement with the appraisal.** * **The employee has the right to add comments in the Employee Comment section.** * **Next level supervisor and cabinet member signatures certify their reviews of the completed appraisal.** |
| **Staff Member Signature Printed Name Date** |
| **Supervisor Signature Printed Name Date** |
| **Senior-Level Administrator Signature Printed Name Date** |
| **Office of Human Resources Signature Printed Name Date** |