

Staff Development and Performance Review
Kentucky Wesleyan College

Employee: _____

Title: _____

Supervisor: _____

Title: _____

Fiscal Year: _____

PURPOSE

The review's purpose is to enhance employee performance, satisfaction, and development through 1) open communication between supervisor and employee, 2) performance feedback given in a supportive manner, and 3) mutual goal setting.

INSTRUCTIONS

This form is used with all staff positions. Certain items may be more applicable to some positions than others. The form should be completed once a year, typically in June or July, and based on the previous year's performance. Do not use this review if the employee and supervisor have worked together for less than 3 months. Wait until at least 3 months have past and then complete the review.

Review meetings should be scheduled in advance to allow adequate time to prepare. For the review meeting, allow ample time in a private setting, free from interruption. Base ratings on job requirements and performance. Do not inflate scores. Use specific examples when possible. Attach additional pages only when necessary.

If there are serious performance-related issues, they should be addressed with written documentation throughout the year, not just with the annual review.

NOTE: Neither this form nor any part of it creates an employment contract or appointment.

SIGNATURES: To be signed after the form has been completed.

I understand that reviews are confidential and will be included in my personnel file. I understand that by signing below I am indicating that I have read this document; it does not necessarily imply agreement. I have been given the opportunity to respond to the review on this form.

Employee: _____

Date: _____

I understand that reviews are confidential and will be included in the employee's personnel file. I have reviewed this document with the employee and given him/her the opportunity to respond to it. To the best of my ability, I have based my ratings on the employee's job performance.

Supervisor: _____

Date: _____

If the supervisor is not a College Officer, it should be reviewed and signed by the supervisor's supervisor.

Supervisor's
supervisor: _____

Title: _____

SECTION 1: PERFORMANCE FACTORS

Performance Factor	Unsatisfactory	Needs improvement	Satisfactory	Above average	Outstanding	Not applicable or unknown
Ability to manage stress - Maintains composure in stressful situations.						
Attitude - Interest and enthusiasm shown at work. Takes pride in work and accepts accountability for it.						
Communication skills - Expresses him/herself in a manner that is clear and accurate. Good listening abilities.						
Decision-making - Decisions are reasonable. Chooses best course of action from alternatives.						
Dependability - Can be counted on to follow directions and complete tasks. No attendance issues.						
Initiative - Works without supervision. Self-motivated.						
Job knowledge - Has and uses knowledge for the job. Keeps up-to-date on knowledge and skills.						
Organization - Works in an orderly, systematic manner. Coordinates multiple activities.						
Quality of work - Is accurate, competent, and thorough in job responsibilities and tasks.						
Quantity of work - Amount of work performed is in proportion to the time and resources available.						
Service to others - Provides service to all "customers" in a courteous, effective manner. Willing to help.						

If applicable, identify employee strengths or significant achievements or contributions.

If applicable, identify areas for improvement or additional focus.

SECTION 2: JOB FUNCTIONS

Job functions as listed on the employee's job description	Does not meet requirements	Rarely meets requirements	Meets requirements	Exceeds requirements	Far exceeds requirements	Comments (optional, but encouraged)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

SECTION 3: GOALS & DEVELOPMENT

Review Goals from the Previous Year

List of goals from the previous year	Notes on completion, progress, changes, complications, etc.

Set Goal for the Coming Year

Goals may be performance based, developmental, or involve cross-training. There is no required number.

EMPLOYEE COMMENTS AND/OR RESPONSE

This area may be used by the employee to respond to the review or to express comments or concerns. This section may be typed or handwritten. Employees are not required to include comments if they do not wish to do so.