



# Annual Staff Performance Review Helpful Guidelines

## Role of the Supervisor

As a supervisor, providing ongoing feedback to your employee is a primary responsibility. Meeting one on one to go over performance, objectives, and to celebrate accomplishments is always best practice.

### **1. Ensure that performance goals and expectations are communicated**

Highlight flexibility, teamwork, and accountability. Focus on **two to three things** that your employee does well and is effective that you want **them to keep doing** along with what things the employee can do differently or do to grow or develop their skills further. Some staff may need additional clarity and support.

### **2. Feedback**

Keep it clear and simple (state the specifics) continue to be in the present – tell them now.

Incorporate any ideas the employees may have for the improvement of their performance and be willing to add their suggestions to the plan.

- Be specific on any behaviors or performance that is a problem and its impact. There will be occasions when the supervisor's evaluation may highlight or document shortcomings. If the employee receives a rating of "does not meet", please provide constructive feedback and specific examples. Is there anything the department can do to help, or assist? Remove any obstacles so they can be great! And they WILL!

## In Preparation

- Review the [job description](#) to make sure the purpose and essential job function of the position is still current with the duties the employee is performing.
- Aside from the employee, you can also utilize feedback from other co-workers or internal customers that you have received feedback from throughout the year.
- Schedule a time to meet with your employee.
  - A time that is convenient for both of you and preferably during the middle of the week.
  - Grab a coffee or a snack.
- Make a copy of the review for you and your employee and return original forms to Human Resources
- To review this policy, please visit [OP 52.86](#)



# Annual Staff Performance Review

## EMPLOYEE INFORMATION

|            |  |            |  |             |  |
|------------|--|------------|--|-------------|--|
| Name       |  | M#         |  | Review Year |  |
| Job Title  |  |            |  |             |  |
| Department |  | Supervisor |  |             |  |

## PERFORMANCE RATING SCALE

The Annual Staff Performance Review is to provide the supervisor with means of evaluating an employee's past job performance during a performance interview. Factors are to be discussed in terms of demonstrated strengths and areas of improvement. For each performance factor, the employee should be informed of what is expected and what he/she can do to meet or exceed those expectations. Evaluate each of the performance factors below.

[MSU CORE VALUES: PEOPLE-CENTERED ; COMMUNITY ; INTEGRITY ; VISIONARY ; CONNECTIONS](#)

**Does Not Meet Expectations:** Performance is unsatisfactory in one or more areas; improvement is necessary for continued employment.

**Meets Expectations:** A competent employee who consistently meets the requirements of the position.

**Exceeds Expectations:** An above average employee who completes assigned tasks with limited or no supervision and consistently exceeds expectations.

## PERFORMANCE FACTORS

|  | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
|--|----------------------------|--------------------|----------------------|
| <b>Quality &amp; Knowledge of Work:</b> Assignments are accurate, thorough, and meet quality standards. Understands the requirements and responsibilities of the job. Provides meaningful and accessible support to the MSU community. |                            |                    |                      |
| <b>Technical Skills:</b> Understands new and current developments in technology. Attends training to improve knowledge and skills.   |                            |                    |                      |
| <b>Quantity:</b> Consider the volume of work completed and the extent to which work is kept on schedule; deadlines are met.  |                            |                    |                      |
| <b>Dependability:</b> Reliable and committed to the job. Observes deadlines and responds appropriately to instructions and procedures.   |                            |                    |                      |
| <b>Initiative:</b> Resourceful, searches both independently and collaboratively for new and creative ways to improve processes, explore opportunities, and overcome challenges.  |                            |                    |                      |
| <b>Cooperation/Customer Service:</b> Exhibits a positive attitude toward work assignments. Welcomes honest communication and constructive feedback. Exhibits teamwork.   |                            |                    |                      |

## DIRECTORS, MANAGERS, SUPERVISORS

Do not complete this section if an employee does not supervise other staff.

|  | Does Not Meet Expectations | Meets Expectations | Exceeds Expectations |
|--|----------------------------|--------------------|----------------------|
| <b>Supervision of Staff:</b> Uses appropriate/effective management styles, flexibility, care, and concern to maximize employee effectiveness.  |                            |                    |                      |
| <b>Manages Resources:</b> Considers use of budget, training, equipment, and or materials in an effective manner.   |                            |                    |                      |
| <b>Decision Making:</b> Identifies issues and makes courageous and ethical decisions. Champions institutional progress.  |                            |                    |                      |
| <b>Leadership Skills:</b> Inspires, motivates, and encourages employees to progress their development. Empowers employees to reach their potential. Recognizes and incorporates the shared core values of MSU Texas. |                            |                    |                      |
| <b>Communication:</b> Encourages open communication, service, and collaboration. Acts with transparency. Celebrates employee successes.  |                            |                    |                      |

## OTHER FACTORS

|  | Does Not Meet Expectations | Meets Expectations |
|--|----------------------------|--------------------|
| <b>Attendance:</b> Uses appropriate requests in a timely manner and in accordance with University policy. Punctual.  |                            |                    |
| <b>Compliance with Policies &amp; Procedures:</b> Adheres to university policies and procedures. Recognizes and demonstrates the shared core values of MSU Texas. Employees is up to date on all required university training. |                            |                    |
| <b>Required Licensures and Certifications: (if applicable)</b> Current documents and requirements are up to date have been sent to Human Resources for personnel file.   |                            |                    |

**ACTION PLANS/ DEVELOPMENT GOALS for UPCOMING ASSESSMENT PERIOD**

Review Job Description and MSU's Core Values. List performance objectives or training and development goals. Everyone should have at least one objective. Indicate "see attached" if more space is needed.

**Describe accomplishments, how MSU's Core Values were exhibited, notable performances, or where improvement is needed.**

Comments are required for factors rated "Does Not Meet Expectations". Indicate "see attached" if more space is needed.

**DISCIPLINARY ACTIONS:**

- No Disciplinary or Corrective Action taken during this review period
- Non-Formal Disciplinary Action or Corrective Action Taken (written documentation HAS NOT been submitted to Human Resources)
- Formal Disciplinary Action or Corrective Action Taken (written documentation HAS been submitted to Human Resources)

**OVERALL PERFORMANCE RATING:**

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations; improvement is necessary

**VERIFICATION of REVIEW**

My signature below indicates I have reviewed this evaluation and have discussed the contents with my immediate supervisor. I am aware that I may file a written rebuttal within 15 days for inclusion in my file for portions of this evaluation I disagree.

|   |  |       |
|---|--|-------|
| Employee Signature                                | <input type="checkbox"/> Agree <input type="checkbox"/> Disagree | Date: |
| Supervisor Signature                              |  | Date: |
| *Department Head/Senior Administrator's Signature |  | Date: |

\*\* The Department Head/Senior Administrator's signature is ONLY required for employees that **DO NOT meet expectations** in one or more categories\*\*

Please return the original document to Human Resources once all required signatures have been received.  
Staff members will be evaluated by their respective supervisors concerning job performance utilizing a Staff Performance Review at least once annually.