

Colorado State University - Pueblo

Performance Planning and Evaluation Form

Rev. 5/2007

Employee Name PID #	Department	Position Number
Employee Job Title	Evaluation Period From: _____ To: _____	
Supervisor Name	Reason for Evaluation _____ _____ Annual _____ _____ Other (Please Specify) _____	

The performance planning and evaluation system for Colorado State University-Pueblo classified employees is a communication tool for the employee and supervisor. It is designed to promote better understanding between supervisors and employees about job responsibilities and performance expectations. It is also designed to reward excellence in job performance and directly link job performance to pay. The process should be related to the employees PDQ and the PDQ should be reviewed regularly for accuracy. Any time the PDQ has permanent and substantial changes, it should be submitted for review.

EVALUATION PROCESS

Planning Phase

By April 30 of each year, the supervisor and employee meet to discuss and/or establish the following three areas: core competencies, job knowledge/duties, and goals and the importance of each to the overall evaluation. For new employees, the Performance Plan must be completed within 30 days of date of hire. All employees shall be evaluated using the five core competencies listed on page 2: Accountability, Communication, Interpersonal Skills, Customer Service, and job knowledge; additional factors may be added. Supervisors shall list up to 5 job duties and shall also list up to 5 individual, department and/or college goals on which the employee shall be evaluated. Lastly, the supervisor shall complete the "Supervisor Planning Comments" section on page 5, obtain proper signatures, and provide a copy for the employee. If the employee disagrees with the Performance Plan, he/she shall explain the disagreement in the "Employee Comments" section on page 5.

Progress Review Phase

At midyear or as often as deemed necessary, the supervisor and employee shall meet to discuss the employee's performance and to decide if the performance plan needs to be revised. The supervisor shall provide feedback and coaching to the employee. The supervisor shall also complete the "Progress Review" section on page 5, obtain proper signatures, and provide a copy for the employee.

Year-End Evaluation

Before April 30 of each year or as often as deemed necessary, the supervisor and employee meet to discuss performance ratings. The supervisor and next level supervisor shall sign the performance evaluation form prior to reviewing it with the employee. The supervisor shall also complete the "Supervisor Overall Justification for the Rating" section on page 5, obtain proper signatures, and provide a copy for the employee. If any of the individual factor ratings are "Level 1", the supervisor shall explain the reason(s) in the comments section for that individual factor; that rating may result in a Corrective Action or Performance Improvement Plan. If the employee is given an overall "Level 1" rating, a Corrective Action Form shall be completed. If the employee disagrees with the year-end evaluation rating, he/she shall explain the disagreement in the "Employee Comments" section on page 5 and may pursue resolution through the dispute process as identified in the State Classified Rules and reiterated in the CSU-Pueblo Classified Performance Management Program document.

Supervisors shall evaluate each core competency, job knowledge/duty, and goal using the following rating levels:

Level 3: This rating represents consistently exceptional and documented performance or consistently superior achievement beyond the regular assignment. Employees make exceptional contribution(s) that have a significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. The employee provides a model for excellence and helps others to do their jobs better. Peers, immediate supervision, higher-level management and others can readily recognize such a level of performance. Supervisors must submit written justification for this rating.

Level 2: This rating level encompasses a range of expected performance. It includes employees who are successfully developing in the job, employees who exhibit competency in work behaviors, skills, and assignments, and accomplished performers who consistently exhibit the desired competencies effectively and independently. These employees are meeting all the expectations, standards, requirements, and objectives on their performance plan and, on occasion, exceed them. This is the employee who reliably performs the job assigned and may even have a documented impact beyond the regular assignments and performance objectives that directly supports the mission of the organization.

Level 1: This rating level encompasses those employees whose performance does not consistently and independently meet expectations set forth in the performance plan as well as those employees whose performance is clearly unsatisfactory and consistently fails to meet requirements and expectations.

Marginal performance requires substantial monitoring and close supervision to ensure progression toward a level of performance that meets expectations. Although these employees are not currently meeting expectations, they may be progressing satisfactorily toward a level 2 rating and need coaching/direction in order to satisfy the core expectations of the position.

Directions: During the planning phase, the first area to be discussed is CORE COMPETENCIES. Review the following five Core Competencies with the employee you supervise. At year-end evaluation, rate each of the competencies by placing a check mark (✓) next to the three rating levels of Level 1, Level 2 and Level 3. If one competency is more critical to the job assignment, please indicate so in the “Supervisor Planning Comments” on page 5. You may make comments in the spaces provided for each competency. You may also further define the definitions listed below or add definitions to this form. Comments are required for “Level 1” ratings.

<p>Factor: Accountability– To what extent does employee demonstrate adaptability, convey a positive and professional image of the College to others, put forth extra effort when the need arises, not abuse leave practices, demonstrate punctuality, maintain confidentiality, make good use of work time, pay attention to detail, demonstrate accuracy and follow-through, complete tasks in a timely manner, take initiative and show self-direction; behave in a business-like manner; take initiative to learn higher level or additional skills; voluntarily assist others when the need arises?</p>		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

<p>Factor: Communication Skills – To what extent does employee speak and respond effectively and courteously; produce written documents using proper grammar, format and sentence structure; produce written documents which display an attractive appearance; produce written documents which clearly convey the subject and major points; keep others informed; practice effective listening skills; practice effective telephone skills; maintain sensitivity to the feelings and efforts of others; ask appropriate questions to clarify information/needs; actively listen to others; avoid gossip and negative rumors?</p>		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

<p>Factor: Interpersonal Skills – To what extent does employee treat others with courtesy and respect; display a pleasant, friendly, affable attitude; contribute to a positive work environment; promote cooperation and teamwork; accept criticism and handle conflict constructively and diplomatically; demonstrate tact, diplomacy, and a positive personal regard when confronting problems with others; treat others fairly and without prejudice or bias. Also, is seen by others as someone whom they can depend on and does not initiate conflict.</p>		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

<p>Factor: Customer Service – To what extent does employee answer telephone and/or in-person requests for information promptly and courteously, determine needs of internal and external customers, offer alternatives to internal and external customers if unable to handle request, show respect and helpfulness to internal and external customers, offer prompt service, maintain smooth working relations with others, demonstrate tact and diplomacy in negotiations or confrontations with others, maintain accessibility to others?</p>		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

<p>Factor: Job knowledge– To what extent is the employee skilled in job specific knowledge, which is necessary to provide the appropriate quality and quantity of work in a timely and efficient manner?</p>		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Directions: During the Planning Phase, the second area to be discussed is **JOB KNOWLEDGE/DUTIES**. Please list up to 5 job duties for which the employee is responsible. At year-end evaluation, rate each job duty by placing a check mark (✓) next to the rating levels of Level 1, Level 2 and Level 3. In rating each job duty, consider the following: to what extent does employee demonstrate occupational/professional competence, maintain/update job knowledge, work cooperatively with others, meet schedules and deadlines, meet a level of quality and quantity for the assignment, take responsibility for decisions made, resolve day-to-day problems? You may further define the above definition. If you wish to indicate more than 5 job duties, attach a separate page. Comments are required for "Level 1" ratings.

Major Job Duty #1:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Major Job Duty #2:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Major Job Duty #3:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Major Job Duty #4:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Major Job Duty #5:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Directions: During the Planning Phase, the third area to be discussed is **GOALS**. List up to 5 goals for which the employee is responsible for attaining. At year-end evaluation, rate each goal by placing a check mark (✓) next to the rating levels of Level 1, Level 2 and Level 3. In rating each goal, consider the following: to what extent does the employee meet individual, department, and/or college goals? If you wish to indicate more than 5 goals, attach a separate page. Comments are required for "Level 1" ratings.

Goal #1:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Goal #2:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Goal #3:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Goal #4:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Goal #5:		
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3

Supervisor Planning Comments (Mandatory):

PDQ reviewed (**required** when permanent and substantial changes are made) Yes No

Employee Signature

Date

Supervisor Signature

Date

Supervisor Progress Review Comments (Mandatory):

PDQ reviewed (**required** when permanent and substantial changes are made) Yes No

Employee Signature

Date

Supervisor Signature

Date

Overall Evaluation – Please check (✓) one box.

Level 1

Level 2

Level 3

Supervisory Overall Evaluation Justification for the Rating (Mandatory). Please include employee strengths and areas for improvement (use additional sheets if necessary):

PDQ reviewed (**required** when permanent and substantial changes are made) Yes No

Supervisor Signature

Date

* Next Level Signature

Date

I agree with this final evaluation Yes No

Employee Signature

Date

Human Resources Signature

Date

** Second Level Supervisor must sign and agree with evaluation prior to supervisor presenting to employee.
* Please submit this form with original signatures to HR for preservation in the official employee personnel file.*

Comments from Employee (Optional unless you are disagreeing with the final overall evaluation). Attach additional sheets if necessary: