

ACADEMIC STAFF PERFORMANCE FORM FOR ACADEMIC ASSOCIATES FACULTY OF MEDICINE

EVALUATION PERIOD: JANUARY 1 TO DECEMBER 31, _____
YEAR

NAME: _____ POSITION/TITLE: _____

DEPARTMENT: _____

SKILLS FOR SUCCESS – APPRAISAL AND DEVELOPMENT

The following key skills are essential for all staff in achieving success in their positions. Depending upon position requirements, other job-specific skills may be required of a staff member.

Instructions: Select and comment on the performance level demonstrated by the staff member during the review period for the following skill areas using the following scale of 1-6:

- 1 = Fails to Achieve Expectations 2= Needs Improvement 3= On track to meeting expectations
 4= Fully Achieves Expectations 5= Consistently Surpasses Expectations 6= Exceptional Performance

Skills for Success	Fails to achieve expectations	Needs Improvement	On track to meeting expectations	Fully achieves expectations	Consistently surpasses expectations	Exceptional performance
	1	2	3	4	5	6
Job Knowledge:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Demonstrates the knowledge and skills required to perform the job, including administrative policies and procedures, technical and/or specialized knowledge/expertise and managerial/supervisory skills. ▪ Understands position goals, responsibilities, and expectations. ▪ Is current on professional/technical developments related to position 	COMMENTS: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>					

Skills for Success	Fails to achieve expectations	Needs Improvement	On track to meeting expectations	Fully achieves expectations	Consistently surpasses expectations	Exceptional performance
<p>Stewardship:</p> <ul style="list-style-type: none"> ▪ Demonstrates accountability in all work responsibilities ▪ Exercises sound and ethical judgment when acting on behalf of the university ▪ Exercises appropriate confidentiality in all aspects of work ▪ Shows commitment to work and to consequences of own actions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Communication:</p> <ul style="list-style-type: none"> ▪ Demonstrates the ability to express thoughts clearly, both orally and in writing ▪ Demonstrates effective listening skills ▪ Shares knowledge and information ▪ Asks questions and offers input for positive results 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Motivation:</p> <ul style="list-style-type: none"> ▪ Shows initiative, anticipates needs and takes actions ▪ Demonstrates innovation, creativity and informed risk-taking ▪ Engages in problem-solving; suggests ways to improve performance and be more efficient ▪ Strives to achieve individual, unit, and university goals 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teamwork:</p> <ul style="list-style-type: none"> ▪ Builds working relationships to solve problems and achieve common goals ▪ Demonstrates sensitivity to the needs of others ▪ Offers assistance, support, and feedback to others ▪ Works effectively and cooperatively with others 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Service-Minded:</p> <ul style="list-style-type: none"> ▪ Is approachable/accessible to others ▪ Reaches out to be helpful in a timely and responsive manner ▪ Strives to satisfy one's external and/or internal customers ▪ Is diplomatic, courteous, and welcoming 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>COMMENTS:</p>						

Skills for Success

	<i>Fails to achieve expectations</i>	<i>Needs Improvement</i>	<i>On track to meeting expectations</i>	<i>Fully achieves expectations</i>	<i>Consistently surpasses expectations</i>	<i>Exceptional performance</i>
Adaptability:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Is flexible, open and receptive to new ideas and approaches ▪ Adapts to changing priorities, situations and demands ▪ Handles multiple tasks and priorities ▪ Modifies one's preferred way of doing things 	COMMENTS:					
Inclusiveness:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs, with regard to ethnicity, gender, creed, and sexual orientation ▪ Promotes cooperation and a welcoming environment for all ▪ Works to understand the perspectives brought by all individuals ▪ Pursues knowledge of diversity and inclusiveness 	COMMENTS:					
Self Development:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Enhances personal knowledge, skills, and abilities ▪ Anticipates and adapts to technological advances as needed ▪ Seeks opportunities for continuous learning ▪ Seeks and acts upon performance feedback 	COMMENTS:					

SIGNATURES

Immediate Supervisor: _____ Date: _____

By acknowledging this form, the academic staff member acknowledges having seen the evaluation, but does not necessarily agree with its content.

Academic Staff Member: _____ Date: _____