

Support Staff Annual Review

Employee Name: _____
Department: _____

Job Title: _____
Review Period: _____

The annual performance review is a cooperative effort between employee and supervisor to jointly assess and develop job performance, and to maintain a constructive working relationship through periodic and honest communications regarding job expectations, work performance, and the purpose and mission of Denison University.

Critical Performance Factors

Please assess how well the employee is satisfying each job factor by checking a rating. Each factor should be rated on its own merits regardless of the level of performance on any other factor. Under the *Comments* section, describe the performance that led to the rating.

1. **Job Knowledge:** Demonstrates knowledge of all aspects of the job and applies knowledge to assigned responsibilities. Seeks learning opportunities to become more effective.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

2. **Quantity Of Work:** Completes work required of the position on time consistent with expected standards of performance.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

3. **Quality of Work:** Thoroughly completes each task and/or project; requires little or no follow up.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

4. **Teamwork:** Works constructively and cooperatively with supervisor, coworkers and students on tasks and projects; interactions characterized by integrity and respect for all individuals.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

5. **Initiative:** Is self-reliant. Anticipates needs and takes action to address them.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

6. **Service Orientation:** Meets the needs of our important publics, such as faculty, staff, students, parents, and campus visitors, in a courteous, helpful, and respectful way.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

7. **Resourcefulness:** Searches and finds resources or solutions to difficult problems or situations; willing to seek more effective ways to perform job.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

8. **Attendance:** Is consistently present for work and on time.

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Comments: _____

Annual Performance Review Summary (use additional sheet if needed)

Provide a summary of the employee's performance, noting strengths and contributions to the University, and performance areas needing improvement, if applicable. If the overall assessment is *Not Meeting Expectations*, please arrange a meeting with Human Resources to develop a plan that addresses how performance will be improved to a satisfactory level.

Based on the above review, **provide an overall assessment** of performance *by checking one of the following* summary statements:

Does Not Meet Expectations Meets Expectations Exceeds Expectations

Employee Comments

First - Employee Signature Date

Third - Senior Management Signature Date

Second - Superv./Manager Signature Date

Last - Human Resources Signature Date