

Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone: 618.650.2190 | Fax: 618.650.2696

SECTION I – Employment Data

Employee Name: _____ Banner ID No.: _____
 Classification: _____ Position Title/ No.: _____
 Department: _____
 Period Covered From : _____ To: _____ Evaluation Type: _____

INTRODUCTION

In cases where either overall performance or a specific performance area does not meet standards of performance, a Performance Improvement Plan is required and should clearly describe:

- What behavior, performance, situations, or conditions must be changed
- What is to be done by the employee
- What is to be done by the supervisor
- When the development will be completed.

For specific areas that do not meet standards of Performance Improvement Plan should be documented in Sections I and II of the EEP form. Improvement plans for overall ratings that do not meet standards of improvement must be document on the Performance Improvement Plan (PIP). All Performance Improvement Plans will be coordinated and approved through the Office of Human Resources.

The supervisor will conduct follow-up discussions on a weekly basis over the next 60 days to review progress toward objectives and will render a follow-up performance appraisal at the end of the Performance Improvement Plan time-frame. **NOTE: Performance Improvement Plans do not apply to probationary employees.** Also, they are not a replacement for the University's Progressive Disciplinary Process.

SECTION II – General Performance Factors (Complete for All Employees including Managers and Supervisors)

Rating Elements	Check One Rating		
	Not Applicable	Does Not Meet Standards of Performance	Meets Standards of Performance
Job Knowledge			
A. Possesses knowledge & skills necessary to perform job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Keeps current with changes in the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Understands job requirements and department functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Quality of Work			
A. Is accurate and thorough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Makes consistent effort to listen, understand, and satisfy client/user needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Follows policies, procedures, regulations, and protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Uses equipment properly; avoids creating safety hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Rating Elements	Check One Rating		
	Not Applicable	Does Not Meet Standards of Performance	Meets Standards of Performance
Productivity			
A. Completes appropriate amount of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Manages time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Balances multiple job responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Organizes work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Communication, Interpersonal Relationships, Teamwork			
A. Shows tact, sensitivity, and diplomacy in dealing with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Keeps appropriate people informed in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Listens to other's view and encourages other to express their views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Sustains positive work relationships with others and resolves conflict with others directly, constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
E. Responds positively to constructive suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
F. Contributes effectively to team assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Rating Elements	Check One Rating		
	Not Applicable	Does Not Meet Standards of Performance	Meets Standards of Performance
Dependability – Attendance			
A. Completes work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Works independently; requires minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Reports to work on time and utilizes breaks appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Has infrequent unscheduled absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Initiative – Problem Solving			
A. Recognizes need for action and reacts appropriately/self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Takes on additional responsibility when and where needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Adapts well to change (e.g., schedules, procedures, priorities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Makes consistent efforts to listen to, understand, and satisfy client/user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
E. Identifies potential problems, analyzes, formulates solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

SECTION III – Complete for Managers and Supervisors Performance Evaluation Only

Rating Elements	Check One Rating		
	Not Applicable	Does Not Meet Standards of Performance	Meets Standards of Performance
Planning – Resource Management			
A. Sets goals and plans for future development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Manages monetary resources effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Introduces appropriate technology into work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Hiring – Affirmative Action			
A. Recruits and hires quality personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Uses hiring and promotional opportunities to improve workplace diversity and meet affirmative action objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Human Resource Management			
A. Plans and organizes workload and staffing, using staff time, skills and potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Achieves constructive working relationship between staff and management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Manages change and achieves staff support of objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Shows fairness in dealing with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Rating Elements	Check One Rating		
	Not Applicable	Does Not Meet Standards of Performance	Meets Standards of Performance
Employee Development			
A. Evaluates performance regularly, accurately, and fairly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Coaches and reinforces performance to facilitate employee achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Assists and supports appropriate employee development opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Prepares employees to assume increased responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
E. Acts quickly and appropriately on performance problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Participative Management			
A. Shares decision-making responsibility appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
B. Provides employees with feedback and recognition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
C. Holds regular employee meetings; keeps staff informed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
D. Seeks and listens to employee input/feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			
E. Encourages teamwork and group achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is to be done by employee?			
What is to be done by supervisor?			
Date Improvement to be achieved			
Dates of follow-up meeting			

Responsibilities not listed above			
A.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee's Signature:	_____	Date:	_____
Printed Name:	_____		
Supervisor's Signature/Title:	_____	Date:	_____
Printed Name:	_____		
Department Administrator's Signature:	_____	Date:	_____
Printed Name:	_____		
Office of Human Resources Representative:	_____	Date:	_____
Printed Name:	_____		

After completing the form, including all signatures indicated, make copy for employee, and return original to Office of Human Resources, Box 1040.