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

EMPLOYEE INFORMATION

Name: _____ **ID No. (800):** _____
Department: _____ **Title:** _____
Date of Hire: _____ **Supervisor:** _____
Classification: _____ **Review Type:** _____
Review Date: _____ to _____

Please rate the employee using the scale below:

1	2	3	4	5
Unacceptable	Below Average	Satisfactory	Above Average	Highly Competent

SIUE CORE VALUES

Core Value	Score	Comments
Civic Engagement: Social, civic, and political responsibility - globally, nationally, locally, and within the University. Active partnerships and a climate of collaboration and cooperation among students, faculty, staff, alumni, and the larger community. Sustainable practices in environmental, financial, and social endeavors.		
Excellence: High-quality learning within and beyond the classroom, continuous improvement, and innovation. Outstanding scholarship and public service.		
Inclusion: Openness to humankind’s rich diversity in all aspects of University life. Respect for individuals, differences, and cultures. Intellectual freedom and diversity of thought.		
Integrity: Accountability to those we serve and from whom we receive support. Honesty in our communications and our actions.		
Wisdom: Creation, preservation, and sharing of knowledge. Application of knowledge in a manner that promotes the common good. Lifelong learning.		
Total Values Score		

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EDWARDSVILLE**

PERFORMANCE FACTORS

General Performance Factor	Score	Comments
Job Knowledge: A. Possess knowledge and skills necessary to perform the job B. Keeps current with changes in the job C. Understand job requirements and department functions		
Quality of Work: A. Accurate and thorough B. Makes a consistent effort to listen, understand, and satisfy customer needs		
Productivity: A. Completes appropriate amount of work B. Manages time effectively C. Balances multiple job responsibilities D. Organizes work effectively		
Communication and Teamwork: A. Respectful and shows tact, sensitivity, and diplomacy when working with others B. Keeps appropriate people informed in a timely manner C. Actively listens and encourages other to express their view D. Sustains positive work relationships with others and resolves conflict with other directly and constructively E. Responds positively to constructive suggestions F. Contributes effectively to team assignments		

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PERFORMANCE FACTORS (CONT.)

General Performance Factor	Score	Comments
Dependability - Attendance: A. Completes work on time B. Works independently with minimal supervision C. Punctual when reporting to work & taking breaks D. Has infrequent unscheduled absences		
Initiative - Problem Solving: A. Recognizes the need for action and reacts appropriately; self-starter B. Takes on additional responsibility when and where needed C. Adapts well to change (e.g., schedules, procedures, or priorities) D. Makes consistent efforts to listen to, understand, and satisfy customer E. Identifies potential problems, analyzes, and formulates solutions		
Anti-racism, Diversity, Equity, and Inclusion: A. Demonstrates knowledge and awareness of the issue of racism B. Attempts to understand the perspective of others and demonstrates mutual respect; willing to embrace people from all backgrounds and avoid alienating others C. Educates self about ADEI and multicultural issues D. Partakes in ADEI activities within the department		
Average Performance Factors Score		

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MANAGER AND SUPERVISOR FACTORS

Managerial/Supervisory Factor	Score	Comments
Planning - Resource Management: A. Sets goals and plans for future development B. Manages monetary resources effectively C. Introduces appropriate technology into the work environment		
Human Resource Management: A. Plans and organizes workload and staffing, using staff time, skills, and potential B. Achieves constructive working relationships between staff and management C. Manages changes and achieves staff support of objectives D. Shows fairness in dealing with staff		
Employee Development: A. Evaluates performance regularly, accurately, and fairly B. Coaches and reinforces performance to facilitate employee achievement C. Assists and supports appropriate employee development opportunities D. Prepares employees to assume increased responsibilities E. Acts quickly and appropriately on performance problems		
Participative Management: A. Shares decision-making responsibility appropriately B. Provides employees with feedback and recognition C. Holds regular employee meetings; keeps staff informed D. Seeks and listens to employee input and feedback E. Encourages teamwork and group achievement		
Average Manager/Supervisor Factor Score		

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INDIVIDUAL GOALS

Individual Goal	Score	Comments
A.		
B.		
C.		
D.		
E.		
Average Individual Goals Score		

DEPARTMENT FUNCTION TEAM GOALS

List overarching goals focused on improving key recruitment metrics and enhancing the efficiency of the recruitment process.

Over the next two to three years, we aim to achieve the following objectives:



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ADDITIONAL NOTES

Supervisor Feedback:

Employee Feedback:

SIGNATURES

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____