

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 , an 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			
	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			
	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			
	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			
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A.	Is accurate and thorough			
	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			
	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			
	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			
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Dates of follow-up meeting			

Productivity				
A.	Completes appropriate amount of work			
	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			
	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			
	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			
	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				
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A.	Shows tact, sensitivity, and diplomacy in dealing with others			
	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			
	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			
	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			
	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			
	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			
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Dates of follow-up meeting			

Dependability - Attendance				
A.	Completes work on time			
	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			
	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.	Report to work on time and utilizes breaks appropriately			
	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			
	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			
	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			
	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)			
	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			
	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			
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Dates of follow-up meeting			

Planning - Resource Management				
A.	Sets goals and plans for future development			
	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			
	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			
	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			
	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			
	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			
	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			
	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			
	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			
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Dates of follow-up meeting			

Employee Development				
A.	Evaluates performance regularly, accurately, and fairly			
	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			
	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			
	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			
	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			
	What is to be done by employee			
	What is to be done by supervisor			
	Date Improvement to be achieved			
	Dates of follow-up meeting			

Participate Management				
A.	Shares decision-making responsibility appropriately			
	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			
	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			
	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			
	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			
	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.				
B.				
C.				
D.				
E.				

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.