

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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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| 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 | | | |

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|-----------|---|--|--|--|
| 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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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|---------------------|---|--|--|--|
| 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 | | | |

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|-----------|-----------------------------------|--|--|--|
| 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 | | | |

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| 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 | | | |

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|-----------|---|--|--|--|
| 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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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|-----------------------------------|----------------------------------|--|--|--|
| 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 | | | |

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|-----------|---|--|--|--|
| 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 | | | |

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| 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 | | | |

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|-----------|---|--|--|--|
| 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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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|----------------------------------|--|--|--|--|
| 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 | | | |

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|-----------|---|--|--|--|
| 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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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|-------------------------------|--|--|--|--|
| 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 | | | |

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|-----------|--|--|--|--|
| 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 | | | |

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|--|--|--|--|--|
| 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.

4/2020