



## Job-related Competencies

Comments

Comments

Collaboration & Communication	Strongly disagree	Disagree	Agree	Strongly agree
Communicates clearly & effectively with a wide range of campus stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helps others achieve their objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters productive working relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes constructively to shared initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments
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Adaptability & Problem Solving	Strongly disagree	Disagree	Agree	Strongly agree
Responds effectively to changing priorities & complex situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses situations thoughtfully & identifies practical solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts approach as needed to maintain continuity & effectiveness in operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments
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Overall Employee Performance	How would you qualify the employee's performance?
<b><u>Unsatisfactory Performance</u></b> Employee does not meet the established expectations of the role.	<input type="checkbox"/>
<b><u>Developing Performance</u></b> Employee does not yet consistently meet the established expectations of the role.	<input type="checkbox"/>
<b><u>Effective Performance</u></b> Performance consistently meets the established expectations of the role. Responsibilities are carried out competently, with appropriate quality, reliability, and professionalism.	<input type="checkbox"/>
<b><u>Advanced Performance</u></b> Performance consistently exceeds the established expectations of the role. Employee demonstrates a high level of proficiency, initiative, and impact.	<input type="checkbox"/>

Summary

Areas of Strength

Areas of Development

Eligible for Salary Increase	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with reservations
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**Overall Summary**

**Goals**

**Employee signature**

**Date**

**Reviewer signature**

**Date**