



**Performance Management Process
Exempt Employee Performance Review Form**



EMPLOYEE INFORMATION

Employee Name:	Job Title:
Supervisor:	Period Covered by This Appraisal: to
Type of Review: <input type="checkbox"/> Annual <input type="checkbox"/> 6 Month <input type="checkbox"/> Other	Review Date:

Section I - Employee Goals/Objectives for Review Period

In the space provided, mark the appropriate rating. Specify objectives from the previous review period and consider to what extent they were achieved. Explain any changes to objectives that occurred during the year and make sure you identify all factors that caused the goal to be achieved or not achieved.

Objective #1	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #2	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
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Comments:

Objective #3 	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
Comments: 	
Objective #4 	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
Comments: 	
Objective #5 	Rating: <input type="radio"/> Did not meet objective (1 pt.) <input type="radio"/> Partially met objective (2 pts.) <input type="radio"/> Met objective (3 pts.) <input type="radio"/> Exceeded objective (4 pts.) <input type="radio"/> Far exceeded objective (5 pts.)
Comments: 	

Section II - Employee Performance

Use this section to describe performance in specific work areas. **The bulleted items are examples of "Meets Standards"**.

Adaptability <ul style="list-style-type: none">● Adapts to change● Is open to new ideas● Takes on new responsibilities● Handles pressure● Adjusts plans to meet changing needs	Rating: <ul style="list-style-type: none"><input type="radio"/> Unsatisfactory (1 pt.)<input type="radio"/> Below standards (2 pts.)<input type="radio"/> Meets Standards (3 pts.)<input type="radio"/> Above Standards (4 pts.)<input type="radio"/> Outstanding (5 pts.)
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Comments:

Communication <ul style="list-style-type: none">● Communicates well both verbally and in writing● Creates accurate and punctual reports● Delivers presentations● Shares information and ideas with others● Has good listening skills	Rating: <ul style="list-style-type: none"><input type="radio"/> Unsatisfactory (1 pt.)<input type="radio"/> Below standards (2 pts.)<input type="radio"/> Meets Standards (3 pts.)<input type="radio"/> Above Standards (4 pts.)<input type="radio"/> Outstanding (5 pts.)
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Comments:

Initiative <ul style="list-style-type: none">● Tackles problems and takes independent action● Seeks out new responsibilities● Acts on opportunities● Generates new ideas● Practices self-development	Rating: <ul style="list-style-type: none"><input type="radio"/> Unsatisfactory (1 pt.)<input type="radio"/> Below Standards (2 pts.)<input type="radio"/> Meets Standards (3 pts.)<input type="radio"/> Above Standards (4 pts.)<input type="radio"/> Outstanding (5 pts.)
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Comments:

Decision Making <ul style="list-style-type: none">● Makes decisions systematically● Can make decisions under pressure● Builds a consensus● Can make difficult/unpopular decisions● Considers impact of decisions	Rating: <ul style="list-style-type: none"><input type="radio"/> Unsatisfactory (1 pt.)<input type="radio"/> Below Standards (2 pts.)<input type="radio"/> Meets Standards<input type="radio"/> Above Standards (4 pts.)<input type="radio"/> Outstanding (5 pts.)
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Comments:	
Leadership <ul style="list-style-type: none"> ● Is persuasive and convincing ● Is fair and impartial ● Sets high standards ● Establishes a clear focus and direction ● Implements University and USM policies ● Tackles tough issues 	Rating: <ul style="list-style-type: none"> <input type="radio"/> Unsatisfactory (1 pt.) <input type="radio"/> Below Standards (2 pts.) <input type="radio"/> Meets Standards (3 pts.) <input type="radio"/> Above Standards (4 pts.) <input type="radio"/> Outstanding (5 pts.)
Comments:	
Managing Performance <ul style="list-style-type: none"> ● Applies clear/consistent performance standards ● Handles performance problems decisively and objectively ● Is direct but tactful ● Provides guidance and assistance to improve performance ● Administers PMP process in accordance with standards 	Rating: <ul style="list-style-type: none"> <input type="radio"/> Unsatisfactory (1 pt.) <input type="radio"/> Below Standards (2 pts.) <input type="radio"/> Meets Standards (3 pts.) <input type="radio"/> Above Standards (4 pts.) <input type="radio"/> Outstanding (5 pts.)
Comments:	

<p>People Development</p> <ul style="list-style-type: none"> ● Provides feedback and coaching ● Rewards hard work and risk taking ● Takes mentoring role ● Challenges and develops employees ● Accepts mistakes ● Provides visibility/opportunity 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Planning</p> <ul style="list-style-type: none"> ● Develops realistic plans ● Sets goals ● Aligns plans with organizational goals ● Manages resources ● Creates contingency plans ● Coordinates/cooperates with others 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	
<p>Problem Solving</p> <ul style="list-style-type: none"> ● Anticipates and prevents problems ● Defines problems ● Overcomes obstacles ● Generates alternative solutions ● Helps solve team problems 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
<p>Comments:</p>	

<p>Results Focus</p> <ul style="list-style-type: none"> ● Targets and achieves results ● Sets challenging goals ● Prioritizes tasks ● Overcomes obstacles ● Accepts accountability ● Sets team standards and responsibilities ● Provides leadership/motivation 	<p>Rating:</p> <p><input type="radio"/> Unsatisfactory (1 pt.)</p> <p><input type="radio"/> Below Standards (2 pts.)</p> <p><input type="radio"/> Meets Standards (3 pts.)</p> <p><input type="radio"/> Above Standards (4 pts.)</p> <p><input type="radio"/> Outstanding (5 pts.)</p>
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Comments:

Section III - Performance Summary
Summarize the employee's performance in the last review period and provide an overall rating. Calculate the Employee's Overall Performance Total by adding the points earned by the employee in each category and dividing that number by the number of performance measures (i.e., 75/15). When providing comments consider the employees performance against objectives, key elements of the Employee Performance section above, and strengths/potential improvements. **NOTE: If an employee only has one or two objectives, adjust scoring appropriately. (Ex, 60/11, 65/12)**

Performance Rating Guidelines:
1.0 - 1.4 = Unsatisfactory 2.5 - 3.4 = **Meets Standards** 4.5 - 5.0 = Outstanding
1.5 - 2.4 = Below Standards 3.5 - 4.4 = Above Standards

NOTE: Specific examples must be given to document Unsatisfactory, Below Standards, Above Standards and Outstanding ratings.

Employee Overall Performance

Measure	Points Available	Employee Performance
Objective #1		
Objective #2		
Objective #3		
Objective #4		
Objective #5		
Adaptability		
Communication		
Initiative		
Decision Making		
Leadership		
Managing Performance		
People Development		
Planning		
Problem Solving		
Results Focus		
Overall Performance Total		
Overall Performance Rating: (Overall Performance Total divided by)		

Section IV - Comments:

Section V - Employee Comments:

Use the following space to make comments regarding your performance evaluation.

Section VI - Employee Development Plan - Optional

This section should be completed if/when employee and supervisor have agreed upon desired areas of improvement and development needs related to upcoming goals. It should include developmental objectives, corresponding development activities (on the job, formal training, etc.), and measurements and time frames for completion.

Employee Developmental Objective #1

Employee Developmental Objective #2

Employee Developmental Objective #3

Section VII - Signature Section

Employee Signature

Date

Supervisor Signature

Date

Second Level Review Signature

Date