**Instructions**

*Please provide the Self-Assessment form to the employee prior to completing their evaluation for the performance measurement period. The Self-Assessment form is optional for employees.*

Performance evaluation and planning is a central process for the University of Louisville. Its function is to ensure employees receive open and honest performance feedback for the year as well as clear goals and a development plan for the coming year. This document provides supervisors with guidelines for the annual performance management process and instructions for completion of the Performance Evaluation.

The Performance Evaluation form has two sections on two pages with expandable text sections:

- Section 1: Evaluation of the Measurement Period
- Section 2: Planning for the Measurement Period

**Section 1: Evaluation of Performance for the Measurement Period**

**1A: Job Responsibilities**

Responsibilities derive from what is included in the job description and other duties as assigned

- The evaluation is based on the extent to which the employee satisfactorily performed the regular duties of the job
- The supervisor will provide a copy of the employee’s job description at the time of the performance evaluation meeting

**1B: Individual Goals**

Individual goals should be based on, and linked to, the needs and direction of the department

- Goals are established and agreed upon by the supervisor and employee at the beginning of the measurement period and should be expressed as measurable actions and results
- The evaluation is based on the level of achievement of the employee’s individual goals

**1C: Professional Conduct**

Professional conduct is measured based on how employees performed their responsibilities, achieved goals and interacted with their peers, customers, management, and/or students. Please refer to the University’s [Code of Conduct](#). Assess the following:

- The ability to understand the needs of University of Louisville customers in order to provide accurate and timely service
- The ability to work cooperatively with others to achieve organizational and team goals
- The ability to create new and valuable ideas and use these ideas to solve problems and develop improved processes and methods
- The ability to show commitment to continuous learning and improvement of self, others and University policies and procedures
• The ability to take full advantage of the rich backgrounds and talents of all by recognizing and valuing differences, seeking inclusiveness, and considering and respecting different points of view

Supervisors should also exhibit:

• The ability to develop a common vision by providing clear direction and priorities, clarifying roles and responsibilities, and promoting mutual understanding through effective communication
• The ability to take the time to effectively plan and evaluate performance, provide feedback, recognition and coaching, and develop employees to be their personal best at the University of Louisville

1D: Overall Evaluation

Provide an overall evaluation of how an employee performed based on the results of their role responsibilities, individual goals, and professional conduct. The overall evaluation should be:

• Supported by the appropriate documentation or comments
• Reviewed with the employee after approval of the second line supervisor

Section 2: Planning for the Measurement Period

2A: Goals for Measurement Period

This section lists the category of goals for the individual and a description of the goal and measures or targets. Together, the employee and supervisor will discuss and determine the employee’s goals for the next measurement period. The number of goals should be based on the employee’s individual needs.

• Goals are set in order to enhance the performance of the employee’s job factors and responsibilities
• Goals are specific and measurable
• Goals must be attainable but should “stretch” the employee
• Examples:
  o Attain 90% “Exceeds” expectations on customer service surveys by the end of the measurement period
  o Save 15% of the office supply budget by the end of the measurement period
  o Obtain a 95% accuracy rate on monthly audit reports by January 1
  o Decrease call wait time by 30 seconds by the last day of fall exams

2B: Development Plan

Identifies areas of improvement for the employee and is intended to increase and/or improve employee’s work-related knowledge, skill set, or professional conduct through training opportunities and/or professional development activities. The development plan is established and agreed upon by the supervisor and employee at the end of the measurement period.
The development plan:

- Describes the development need and how the individual will develop (i.e. through training, special assignment, coaching, practice, etc.)
- May either be on an as needed basis or a requirement for the employee
- Examples:
  - Serve as a meeting facilitator during a team meeting within the next two months to improve public speaking skills
  - Attend “Dealing with Conflict” training within the next month to build confidence in dealing with difficult situations
  - Attend and complete a writing class by the end of next semester to improve written communication skills

A list of possible activities can be found in the Suggested Professional Development Activities guide.