Muskingum University encourages regular communication between staff and their immediate supervisors on goals, accomplishments, and areas for greater focus or improvement. This form is meant as a foundation for an annual discussion of performance.

Areas for Discussion (to be completed by the supervisor)

- **Job Knowledge**
  (Knowledge of the professional field and of Muskingum University policies and procedures)

- **Quality of Work**
  (Consider characteristics such as the ability to set priorities, to be timely, accurate and consistent)

- **Communication**
  (Effectively communicates with others in writing and speaking, listens carefully, represents the University well in internal and external communications)

- **Innovation**
  (Willingness to try new and different approaches to reach department goals, uses creativity, imagination and information to develop ideas)
♦ Working Relationships/Teamwork
(Maintains strong working relationships inside and outside the department, is considered a strong member of cross-functional teams, respects and assists co-workers in achieving their goals)

♦ Supervision – For Those Who Supervise Others
(Does the administrator effectively manage the department, demonstrate leadership, and provide opportunity for development for department members?)

♦ Summary of Overall Performance

♦ Professional Development
(Describe any specific action you would recommend to enhance the employee’s professional and personal qualifications as related to future professional developments)

♦ Performance Goals
(Indicate performance areas where improvement may be warranted and outline action plans to assist the employee in achieving a higher level of performance. Include specific actions and target dates)

Reviewer’s Signature ___________________________ Date _______________________
The signature indicates that the staff member has read and had an opportunity to discuss the review with the reviewer.

Staff Signature ___________________________ Date _______________________