

**STAFF PERFORMANCE REVIEW**



Staff Member:

Position and Department:

Supervisor:

Period Covered By This Review:

*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)

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|  Job Knowledge |

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

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|  Quality of Work  |

(Consider characteristics such as the ability to set priorities, to be timely, accurate and consistent)

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|  Communication |

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

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|  Innovation |

(Willingness to try new and different approaches to reach department goals, uses creativity, imagination and information to develop ideas)

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|  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)

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|  Supervision – For Those Who Supervise Others |

(Does the administrator effectively manage the department, demonstrate leadership, and provide opportunity for development for department members?)

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|  Summary of Overall Performance |

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|  Professional Development |

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

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|  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)

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Reviewer’s Signature Date

The signature indicates that the staff member has read and had an opportunity to discuss the review with the reviewer.

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Staff Signature Date