

**NDNU Performance Development Plan
Performance Review**

EXEMPT

Employee Name: _____ Reviewed By: _____
 Title of Position: _____ Period Covered By Review (Month/Year): [Click [here](#) & type] _____
 Department: _____ Yearly Review Probationary Review

Definitions of Performance Ratings: (TO BE USED IN RATING PERFORMANCE)

E Excellent. Performance clearly exceeds most or all position requirements. Performance is of high quality and is achieved on a consistent basis.

G Good. Competent and dependable level of performance. Meets the performance standards of the job.

I Improvement Needed. Performance is deficient in certain areas. Improvement is necessary.

U Unsatisfactory. Performance is generally unacceptable and requires immediate improvement.

Note: The descriptions below describe the performance for a “good” rating. Address in “Comments” either further detail regarding the “good” rating or an explanation of a rating other than “good.”

I. PERFORMANCE EXPECTATIONS:

- 1. Job Knowledge:** Possesses and applies working knowledge of all phases of the job and the various techniques and skills necessary for efficient completion of tasks. Remains up-to-date on changes/trends in technical knowledge related to job. Adapts information and procedures to new tasks/projects.

Comments: _____ E
 _____ G
 _____ I
 _____ U
- 2. Judgment:** Makes sound, timely and appropriate decisions and takes responsibility for the decisions. Applies and interprets University, school, and/or departmental policies/procedures appropriate to job responsibilities.

Comments: _____ E
 _____ G
 _____ I
 _____ U
- 3. Leadership/Initiative/Coordination/Planning and Organization:** Demonstrates participative leadership; generates and uses new ideas; motivates self and others to high level of performance. Delegates authority and responsibility appropriately. Adapts to changing circumstances and policies.

Comments: _____ E
 _____ G
 _____ I
 _____ U
- 4. Budget Management/Fiscal Responsibility:** Operates within budget guidelines. Allocates expenditures in a manner oriented toward cost effectiveness and accomplishment of goals.

Comments: _____ E
 _____ G
 _____ I
 _____ U
- 5. Interpersonal Relationships/Communication:** Cooperates, works and communicates effectively with co-workers, supervisors, subordinates or outside contacts. Presents information effectively in individual and group situations. Conveys ideas clearly and concisely. Creates a climate of mutual respect and good morale in all working relationships. Emphasizes the importance of quality customer service. Works effectively in a multicultural environment.

Comments: _____ E
 _____ G
 _____ I
 _____ U

II. GOALS AND OBJECTIVES: Use additional sheets of paper, as necessary.

A. Progress towards meeting current year goals: Please list goals/objectives below. Comment on the status of each goal. If a goal was not accomplished, please state why.

B. Goals/objectives for coming year: List below at least four goals/objectives and/or projects to be completed. They should be consistent with institutional goals and objectives. Supervisors must have a supervisory goal. List as a goal any area identified on this review for improvement. List also any training goals.

C. Summary comments, major strengths, areas for improvement:

III. OVERALL PERFORMANCE RATING:

- Excellent
 Good
 Improvement Needed
 Unsatisfactory

If "Improvement Needed" or "Unsatisfactory" rating is checked, please complete: Follow-up evaluation scheduled for (Month/Day/Year): _____

EMPLOYEE COMMENTS:

Employee Signature _____ Date _____
(I acknowledge that this performance evaluation was discussed with me and I received a copy.)

Supervisor Signature _____ Date _____

Next-Level Supervisor _____ Date _____

NDNU HR Director _____ Date _____
(NDNU HR Director signature required for Improvement Needed and Unsatisfactory rating.)