

**NDNU Performance Development Plan
Performance Review**

NON-EXEMPT

Employee Name: [Click here & type] _____ Reviewed By: [Click here & type] _____
 Title of Position: [Click here & type] _____ Period Covered By Review (Month/Year): [Click here & type] _____
 Department: [Click here & type] _____ 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 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. Proposes ideas and finds new and better ways of doing things.

Comments: _____ E
 _____ G
 _____ I
 _____ U
- 2. Productivity and Initiative/Quality of Work:** Produces a significant volume of work efficiently in a specified period of time. Work is accurate, thorough, neat. Seeks out new assignments and assumes additional responsibility when necessary. Works as directed. Knows when to seek guidance for unfamiliar tasks and performs many other tasks with little or no supervision.

Comments: _____ E
 _____ G
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 _____ U
- 3. Reliability and Attendance:** Is punctual, observes prescribed work breaks/meal periods and has an acceptable overall attendance record.

Comments: _____ E
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 _____ I
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- 4. Judgment:** Demonstrates proper judgment and engages in creative problem-solving. Makes sound, timely, and proper decisions appropriate to the position and takes responsibility for the decisions. Follows safety and work conduct rules and other campus policies and procedures.

Comments: _____ E
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- 5. Interpersonal Relationships:** Cooperates and communicates effectively with co-workers, supervisors and outside contacts. Delivers quality customer service in all working relationships. Works in full participation as a team member. Works effectively in a multicultural environment.

Comments: _____ E
 _____ G
 _____ I
 _____ U

