

# The University of Iowa Performance Review

Employee's Name \_\_\_\_\_ Title \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Department \_\_\_\_\_

Review Period \_\_\_\_\_

## Job Knowledge/Learning and Professional Development

Demonstrates the knowledge and skills necessary to perform effectively. Understands the expectations of the job and stays current with new developments, technologies, methods, theories, approaches, and processes in area of responsibility.

### Position Expectations

**Generalist:** Seeks opportunities to enhance one's own professional knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development.

**Managerial:** Identifies opportunities for and creates development plans that encourage employees to attend to the growth of their personal and professional capacity; engages self and staff in collective reflection of the University's greater role in society.

**Executive:** Creates a culture of continuous learning through strategic planning, shared governance, innovative best practices, and the promotion of knowledge development; provides resources for and establishes expectations that managers and supervisors will act as stewards of employees' professional development.

## Civil and Respectful Interactions and Communication Skills

Fosters a supportive work environment by establishing and maintaining effective working relationships with others. Effectively communicates ideas and information through writing or presentation, as appropriate. Shares information and resources. Responds to requests for assistance and support from others in a helpful manner.

### Position Expectations

**Generalist:** Demonstrates respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, co-workers, and customers; constructively brings forward workplace concerns to coworkers and/or supervisor.

**Managerial:** Establishes and maintains standards of collaborative interaction among peers and employees that is characterized by respect, honesty, and service; assures that all unit members are held to similar standards and ethics; constructively manages conflict.

**Executive:** Models and promotes systems change across campus to promote professional conduct and behavior of the highest integrity, exhibiting utmost respect for all members of the University community; demonstrates consistency of action and purpose with unquestionable forthrightness; constructively manages conflict.

## Reliability, Commitment and Leadership Accountability

Makes good use of time; prioritizing job responsibilities as necessary. Takes the initiative to address and resolve problems. Takes responsibility for meeting deadlines without sacrificing accuracy, quality, or service satisfaction; assumes "ownership" when appropriate. Can be counted on by other team members to complete assigned responsibilities. Demonstrates commitment to departmental and University missions.

### Position Expectations:

- Generalist:** Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.
- Managerial:** Inspires and motivates others to high performance by exercising strong stewardship of University resources, setting expectations, measuring success through individual performance evaluations, and driving organizational results.
- Executive:** Communicates expectations and provides support and resources that are in alignment with the vision and strategic planning of the University to foster creativity and innovation in the workplace.

## Judgment

Demonstrates maturity in problem-solving and working with others. Anticipates and identifies problems; evaluates alternative solutions; is open to new or different solutions. Takes or recommends appropriate actions and determines which problems to handle independently and which to refer; follows up on problems and helps to bring about resolution. If the employee is serving in a supervisory capacity, delegates tasks wisely and follows up on tasks assigned to others.

## Diversity and Inclusion

### Position Expectations

- Generalist:** Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.
- Managerial:** Manages the talents, strengths, and behaviors of each individual in a diverse work group, while providing each employee with the opportunity to contribute to the goals of the unit. Works to assure that all employees are respected and treated consistent with University policies in regard to equal employment opportunity and diversity.
- Executive:** Establishes policies and programs that demonstrate a commitment to an inclusive environment that attracts and retains a diverse workforce and nurtures a culture where every employee feels valued and is able to function at his/her best. Assures that all leaders are accountable for developing and maintaining a diverse and inclusive work environment.

I certify that I have read the contents of this document and reviewed them with my supervisor/employee.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_