

Merit 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

General: Seeks opportunities to enhance one's own knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development that contribute to the mission and goals of the institution.

Supervisory: Pursues opportunities for personal development that relate to supervision/management. Encourages employees to attend to the growth of their personal and professional capacity. Relates such opportunities to the unit's and the University's mission and values.

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

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

Supervisory: Establishes and models collaborative interaction among peers and employees that is characterized by respect, honesty and service; encourages similar standards and ethics for all unit members; constructively manages conflict.

Responsibility and 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

General: 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.

Supervisory: Inspires and motivates others to high performance by exercising strong stewardship of University resources, setting expectations, measuring success through individual performance evaluations, and influencing organizational results.

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**

General: 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.

Supervisory: Provides each employee with the opportunity to contribute to the goals of the unit, while managing the talents, strengths and behaviors of each individual in a diverse work group. Works to assure that all employees are respected and treated consistent with University policies in regard to equal employment opportunity and diversity.