



State System of Higher Education

Performance Development Report

State University Administrators/Grant Funded Coordinators

The Performance Development Report (PDR) is to be used as the evaluation tool for all State University Administrators (SUA) and Grant Funded Coordinators (GFC). The purpose of the PDR is to provide the immediate supervisor and employee with an opportunity to review the employee's job duties, responsibilities and performance on an annual basis. The PDR is designed to generate discussion and open communication between the immediate supervisor and employee, to promote the growth and development of employees in the SUA/GFC classifications and to foster support for the department/university mission.

At the beginning of the annual evaluation period, the immediate supervisor and employee should use the job description as a guideline to identify those general performance factors that will be included in the PDR, deleting or adding performance factors that are applicable to the employee's position. When evaluating critical performance categories, the ratings are defined as follows:

OUTSTANDING:	Employee achieves results on a constant basis and significantly surpasses job standards
EXCEEDS STANDARDS:	Employee frequently exceeds job standards
MEETS STANDARDS:	Employee meets the standards of the job in a fully adequate manner
NEEDS IMPROVEMENT:	Employee occasionally falls below acceptable standards
UNSATISFACTORY:	Employee's work reflects excessive performance discrepancies that must be corrected.

The PDR should be completed on an annual basis, or more frequently if needed, for all permanent employees in the SUA/GFC classifications. Prior to completing the annual PDR, the immediate supervisor should solicit input from the employee in an effort to arrive at a mutual understanding regarding the finished product. For probationary employees who work a 12-month schedule, the PDR should be completed in the 12th month of employment with the 3rd, 6th, and 9th month reviews completed separately on the probationary evaluation forms. For probationary employees who work a 9-month schedule, the PDR should be completed in the 9th month of employment with the 3rd, and 6th month reviews completed on the probationary evaluation form.

Annually, the Human Resources Office will forward the PDR form along with the most current job description on file to the employee's immediate supervisor. The job description is to be reviewed and updated at that time, if necessary. The annual evaluation will typically be done on an employee's anniversary date unless, for operational reasons, the department in conjunction with the Human Resources Office determines it should be done at a different time. During the evaluation meeting, the immediate supervisor and employee will discuss job performance and review job duties and responsibilities and develop a plan for the employee's professional development. The completed PDR should be signed by the immediate supervisor and employee. The original PDR is then to be forwarded to Human Resources to be placed in the employee's personnel file. A copy should also be forwarded to the reviewing officer, for review and signature, as appropriate.

**STATE SYSTEM OF HIGHER EDUCATION
PERFORMANCE DEVELOPMENT REPORT FOR SUA EMPLOYEES**

Employee: «First_name» «Last_name»

Class Title: «Job»

Work Title: «Position»

Department: «Organizational_Unit»

Type of Report:

Annual

Interim

Probationary End

Evaluation Period:

CRITICAL PERFORMANCE CATEGORIES

This report includes four critical performance categories that are to be considered during performance review discussions (Organizational Success, Making People Matter, Job Effectiveness, and Supervisory Ability). Each category lists specific performance factors that may be considered. You may choose to mutually eliminate any of the performance factors listed under a particular category, or add others, depending on their applicability to your area's strategic plan or the employee's development plan. Each category that is rated, outstanding, needs improvement or unsatisfactory must be documented in the comments section of the performance development report.

Organizational Success

- *teamwork/cooperation (within and across units)
- *customer orientation
- *commitment to continuous improvement
- *creativity/innovation
- *flexibility/adaptability to change
- *continuous learning/development
- *leadership/initiative
- * (other.....)

Rating

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Making People Matter

- *respect for others
- *interpersonal skills
- *supports diversity and understands related issues
- *honesty/fairness
- *builds trust
- *recognizes others' achievements
- *understands others' perspectives
- *resolves conflicts constructively
- *positive attitude
- * (other.....)

Rating

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Job Effectiveness

- *planning/organization
- *problem solving/judgment
- *makes effective decisions
- *takes responsibility
- *achieves results
- *communicates effectively
- *dependability
- *job/organizational knowledge
- *productivity
- *attendance
- *works independently
- * (other.....)

Rating

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Supervisory Ability (If applicable)

- *coaches/counsels/evaluates staff
- *identifies areas for and supports employee development opportunities
- *encourages teamwork and group achievement
- *leads change/achieves support of objectives
- *enables and empowers staff
- *strives to achieve diverse staff at all levels
- *understands diversity issues and creates supportive environment for diverse employees
- * (other.....)

Rating

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Overall Rating and Comments: (Continue on additional paper)

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Areas of Strong Competence:

Areas in Need of Improvement:

Other Comments:

Professional Development Plan (identify opportunities for improvement/expectations for the next review period/recommendations for future development):

Supervisor Signature

Date

Reviewing Officer Signature

Date

I would like to discuss this report with the reviewing officer. Yes No

As requested, reviewing officer discussed report with employee.

Reviewing Officer Signature

Date

I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my evaluator. My signature does not necessarily mean that I agree with the report.

Employee Signature

Date

Return original to Office of Human Resources for placement in the employee's personnel file and a give a copy to the reviewing officer and the employee.