CHICAGO STATE UNIVERSITY

PERFORMANCE EVALUATION ANNUAL REVIEW PLAN FY 2023

CHICAGO STATE UNIVERSITY

Conducting Performance Evaluation Annual Reviews

This year the performance review and updated job descriptions will be **due on or before June 16, 2023**.

Eligible employees include all Administrative, Civil Service, and Faculty Employees (both open range and those covered by a union contract).

Annual Performance Reviews are a discussion about job performance relative to the goals and expectations previously established. This includes reviewing any development or feedback conversations previously held and progress on any development activities that may be in place.

Prior to the Review

Before the annual review meetings, review the employee's current job description. Complete the performance review based upon the current job description.

During the Review

Using the supervisor's and employee's versions of the Performance Excellence Annual Plan to frame the discussion, the supervisor and employee should review prior discussions about Goals and Expectations, performance feedback, and professional development held throughout the prior year.

Following the Review

An electronic or printed copy of the signed Performance Excellence Annual Plan should be provided to each employee and a copy will be placed in each employee's personnel file.

The 5 W's regarding Performance Evaluations

- Who – All Employees that have been employed for at least one year as of 9/1/2022.
- What – Performance Evaluations for work performed during FY'2021 – 'FY 2022.
- When – All performance evaluations are due by Friday, 6/16/2023. **NO EXCEPTIONS!!**
- Where – Please send all evaluations to perfevals@csu.edu ONLY.
- Why – To satisfy annual performance evaluation requirements that is mandatory to provide feedback to employees in a positive and effective way.

PERFORMANCE EVALUATION ANNUAL PLAN

With this document managers and employees together set performance objectives, review mid-year progress, assess Chicago State University behaviors, track development objectives, and rate performance for the entire year.

Employee: _____

Employee ID number: _____

Job Title/Classification: _____

Manager: _____

Civil Service ◉ Administrator ○ Faculty ○

Review Period
Start (MM/DD/YYYY) – End (MM/DD/YYYY):

_____

PERFORMANCE OBJECTIVES

Objective 1: Employee completes the basic requirements outlined in their job description.

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

Comments:

_____
_____
_____
_____
_____

Objective 2:

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

Comments:

_____
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Objective 3:

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

Comments:

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Objective 4:

Year-End Rating: ◉ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7

Comments:

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Objective 5:

Year-End Rating: ◉ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7

Comments:

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CHICAGO STATE UNIVERSITY BEHAVIORS

Coachability

Being receptive to feedback; willing to learn; embracing continuous improvement.

Comments:

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

Collegiality

Being helpful, respectful, approachable, and team oriented; building strong working relationships and a positive work environment.

Comments:

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

Communication

Balancing listening and talking; speaking and writing clearly and accurately; influencing others; keeping others informed.

Comments:

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

Compliance & Integrity

Complies with the laws, policies and regulatory requirements to which CSU must adhere. Honesty and care permeates every action taken.

Comments:

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

Customer Focus

Striving for high customer satisfaction; going out of the way to be helpful and pleasant; making it as easy as possible for the customer (rather than the department or the University).

Comments:

Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7

CHICAGO STATE UNIVERSITY BEHAVIORS, *continued*

Efficiency *Planning ahead; managing time well; being on time; being cost conscious; thinking of better ways to do things.*	**Comments:** Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7
Initiative *Taking ownership of work; doing what is needed without being asked; following through.*	**Comments:** Year-End Rating: ◉1 ○2 ○3 ○4 ○5 ○6 ○7
Leadership (*as applicable)* *Setting clear expectations; reviewing progress; providing feedback and guidance; holding people accountable.*	**Comments:** Year-End Rating: ○1 ○2 ○3 ○4 ○5 ○6 ○7

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OVERALL YEAR-END RATING

- ○ 1 = Unsatisfactory
- ○ 2 = Needs Improvement
- ○ 3 = Moderately Effective
- ○ 4 = Effective
- ○ 5 = Highly Effective
- ○ 6 = Outstanding
- ○ 7 = Role Model

See definitions and guidelines on next page.

Supervisor Comments:

Employee's signature: Date:

This signature indicates that the employee has reviewed the documentation with his/her supervisor and acknowledges receipt of the document. The employee may attach a response page, if he or she wishes.

Employee's Comments: may attach a separate sheet of paper:

Supervisor's signature: Date:

YEAR-END RATING DEFINITIONS AND GUIDELINES

1 = Unsatisfactory

- Did not meet expectations.
- Did not accomplish many individual objectives or demonstrate many CSU behaviors.
- Made little or no contribution to the department/University.
- Must improve in many ways to keep current position.

2 = Needs Improvement

- Did not meet expectations to some extent.
- Did not accomplish some individual objectives or demonstrate some CSU behaviors.
- Made limited contributions to the department/University.
- Must improve to perform effectively in current position.

3 = Moderately Effective

- Met basic expectations; however demonstrated examples of inconsistency in meeting expectations.

4 = Effective

- Met expectations.

5 = Highly Effective

- Accomplished individual objectives and demonstrated CSU behaviors in a consistent manner.
- Made substantial contributions to the department/University.
- Appropriately challenged in current position.

6 = Outstanding

- Exceeded expectations.
- Accomplished individual objectives and demonstrated CSU behaviors in a remarkable manger.
- Made noteworthy contributions to the department/University - beyond what was planned.
- Ready for more independence in my current position.

7 = Role Model

- Exceeded expectations to a great extent.
- Accomplished individual objectives and demonstrated CSU behaviors in an exemplary manner.
- Made distinguished contributions to the department/University - well beyond what was planned.
- May be ready for a more challenging position or additional responsibility in current position.