

Employee Name (Last, First, MI): _____

Employee ID: _____

State of Kansas

Performance Review Form

Identification Information (please print)		
Employee Name (Last, First, MI):		Person Completing Review:
Employee ID:		Agency Name: Kansas State University
Class Title:	Position Number:	Date of this Review:
_____ To _____ (Month/Day/Year) Timeframe Being Evaluated (Month/Day/Year)		Review Type: ☐ Probationary ☐ Recommend permanent status ☐ Extend probationary status ☐ Not recommended for permanent status ☐ Annual ☐ Special ☐ Unclassified
Overall Performance Rating: ☐ Unsatisfactory (U) ☐ Needs Improvement (NI) ☐ Meets Expectations (M) ☐ Exceeds Expectations (EE) ☐ Exceptional (E)		

Task Objectives	Rating	Examples of Task Performance
1.		
2.		
3.		

Competencies/Behaviors	On the Job Suggestion/Example	Rating	Behavioral Examples/Comments
Problem Solving/Decision Making			
Attitude/Accountability			
Productivity			
Teamwork			
Customer Service			
Communication			
Job Knowledge/Professional Development			
Leadership (includes Staff Development)			

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Essential Requirements

***Dependability:** Recognizes responsibilities to the agency and applies effective work habits and attitudes to meet work requirements. Attends work regularly and on time, plans appropriately for absences and assumes personal accountability for work.

Meets Expectations:

☐

Unsatisfactory:

☐

***K-State Values:** Align actions with high standards of conduct, accept responsibility for behavior and exhibit personal integrity at all times. Acts as a role model for other employees and does the right thing, even when no one is watching. Demonstrates personal integrity and ethical behavior, displays good stewardship of public resources and adapts to changes in processes, procedures and responsibilities.

Meets Expectations:

☐

Unsatisfactory:

☐

*Essential Requirements: An Unsatisfactory rating in Dependability or K-State Values will result in an Overall Performance Rating of Unsatisfactory

Summary Discussion Points

Areas of Strength(s):

Areas for Development:

Other Evaluation Comments:

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Performance Review Form Signatures

Performance Planning Discussion:

Employee's Signature*: _____ Date: _____

Manager's Signature (completed by): _____ Date: _____

Mid-Review Discussion:

Employee's Signature*: _____ Date: _____

Manager's Signature (completed by): _____ Date: _____

End of Review Performance Discussion

Manager's Signature (completed by): _____ Date: _____

Reviewer's Signature (reviewed by): _____ Date: _____

Employee's Signature*: _____ Date: _____

Note: Signature does not imply agreement with the content of the review. It only indicates the employee's awareness of the information contained herein. A permanent employee, within seven calendar days after being informed of his/her rating, may appeal to the Division of Human Resources, 103 Edwards Hall.

Please submit an [Annual Review of Classified Position Descriptions \(PER-26\)](#) along with this review.

Employee Comments:

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Definitions

Problem Solving/Decision Making

Consistently gives reasonable consideration to all issues that arise, gathers and analyzes information accurately, seeks appropriate input, makes quality and timely decisions, and communicates those decisions to all affected parties.

Attitude/Accountability

Maintains a positive attitude. Accepts challenges due to changing conditions and situations in work responsibilities. Can work independently. Accepts personal responsibility for work, actions, and attitudes. Accepts constructive criticism/suggestions. Handles conflict in a constructive manner. Consistently works scheduled duty hours and maintains recommended leave balances. Effectively represents the work unit.

Productivity

Consistently applies available resources towards program delivery in an efficient and cost effective manner, providing high quality levels of service. Strives to assure program meets overall best interests of the agency. Practices cost effective stewardship of all public resources.

Teamwork

Cooperates with co-workers, treating them with respect, and integrity, voluntarily provides support to team members, ensures all team members have the relevant and needed information, genuinely values others' input and expertise and is willing to learn from others, adds value to team meetings

Customer Service

Treats clients and customers with respect and compassion, demonstrates understanding of client's point of view, delivers on commitment, provides friendly, cheerful service, distributes helpful information to clients, and maintains confidentiality

Communication

Demonstrates high quality and effective interpersonal communication skills with subordinates, peers, and supervisors through clear, concise written and oral communications. Maintains healthy working relationships. Appreciates the diversity of others. Displays an appropriate balance between personal effort and team effort.

Job Knowledge/Professional Development

Is technically and professionally skilled in all position responsibilities and requirements. Maintains currency in all professional aspects of program responsibility. Seeks new skills, sets high professional goals and standards. Demonstrates knowledge of procedures and policies.

Leadership (includes Staff Development)

Utilizes employee skills effectively and productively in meeting program goals. Develops goals, objectives and deadlines. Promotes appropriate staff development activities. Recognizes problems, seeks appropriate input, and develops solutions to resolve personnel problems or improve procedures. Motivates staff and gains support and action from others while maintaining professional relationships. Creates and maintains a positive goal-oriented environment. Provides training, supervision and feedback to employees and students. Consistently challenges past practices in order to identify and implement more effective and efficient practices. Assures that follow up is provided.

Overall Ratings

Exceptional (E): Performance far exceeded expectations. An employee performing at this level should be performing at a significantly higher level than those who Exceed Expectations. Only a small percentage of employees will achieve this level of performance.

Exceeds Expectations (EE): Performance consistently exceeded expectations. An employee performing at this level should truly be performing above and beyond what was agreed to as their objectives and other performance criteria (i.e. employee took on additional duties beyond what was agreed upon or completed the duties significantly better than was expected).

Meets Expectations (M): Performance consistently meets expectations. An employee who completes all of the objectives and competencies identified at the beginning of the review period is performing at this level. The majority of employees will perform at this level.

Needs Improvement (NI): Performance did not meet expectations. An employee who performing at this level is inconsistent in performance. Continual improvement is required to fully meet expectations.

Unsatisfactory (U): Performance consistently below expectations. Immediate improvement is required.