

# CALIFORNIA LUTHERAN UNIVERSITY

## ANNUAL PERFORMANCE REVIEW

---

### REVIEW PERIOD

Last Name:	First Name:
Employee Job Title:	Department:
Supervisor Last Name:	Supervisor First Name:
Review Date:	Hire Date:

### RATING SCALE FOR PERFORMANCE FACTORS

<b>5. Consistently Exceeds Expectations</b>	To receive a “5” rating, an employee <i>consistently</i> exceeds the expectations of the position. The management and colleagues recognize the employee’s excellence and their unique contributions. They serve as a role model for the organization and would be considered a top performer in any high-performing organization.
<b>4. Often Exceeds Expectations</b>	These employees <i>often</i> exceed and provide significant and measurable contributions beyond their position responsibilities. They understand their job duties and can be relied upon to always meet all expectations and challenges.
<b>3. Fully Meets Expectations</b>	These employees fully meet the <i>basic</i> job duties and understand expectations of their position.
<b>2. Does Not Meet Expectations</b>	These employees <i>require improvement</i> in the quality, quantity and/or timeliness of their work. They should be placed on a formal Performance Improvement Plan (PIP). Their performance may be successful in some areas of the job, or on some occasions but overall, the employee’s performance falls below expectations.
<b>1:. Unsatisfactory</b>	These employees <i>are not meeting the expectations of their position</i> . They should be placed on a formal Performance Improvement Plan (PIP). This level suggests either a lack of willingness and/or ability to perform the requirements of their position and demonstrates consistent evidence of unacceptable job performance. Separation from employment may be indicated unless the employee’s performance improves significantly and the improvement is sustained.

# CORE PERFORMANCE FACTORS

FACTOR	SUPERVISOR RATING
<b>1. WORK QUALITY</b>	
Completes work that meets expectations	
Work is error free	
Work is professional in presentation	
Work is thorough and complete	
Supervisor Comments:	
<b>2. APPROACH TO WORK / WORK HABITS</b>	
Flexible and able to adapt to changing directives	
Self-motivated; makes effective use of time while at work	
Adheres to departmental attendance and punctuality guidelines	
Enthusiastic	
Conforms to safety policies and practices	
Supervisor Comments:	
<b>3. PROFESSIONALISM</b>	
Works effectively under pressure	
Demonstrates a positive demeanor; Contributes to a positive work environment	
Treats all members of the community with courtesy and respect	
Welcomes and responds to feedback; takes corrective action to constructive criticism	
Supervisor Comments:	
<b>4. JOB KNOWLEDGE / PERFORMANCE</b>	
Demonstrates proficiency in performing essential job duties	
Meets standards set by supervisor as defined in job description	
Community members are confident with solutions provided by employee	
Consistently attempts to expand their job knowledge and keeps current with their skills	
Supervisor Comments:	
<b>5. INTERPERSONAL / COMMUNICATION SKILLS</b>	
Communicates effectively with all levels of the organization, both orally and in writing	
Shares information appropriately, timely, with tact and diplomacy	
Keeps his/her supervisor informed as appropriate	
Supervisor Comments:	
<b>6. JUDGMENT / DECISION-MAKING SKILLS</b>	
Demonstrates appropriate knowledge of workplace professionalism and behavior	
Balances competing and/or conflicting interests while carrying out tasks	
Develops logical and creative solutions to problems and makes effective decisions	
Supervisor Comments:	
<b>7. COMMITTED TO CLU'S VALUES, MISSION AND VISION</b>	

Demonstrates commitment to Cal Lutheran's values, mission and vision to helping students discover and live their purpose. Provide an example, if applicable.

Supervisor Comments:

### PAST YEAR'S PERFORMANCE: JOB-SPECIFIC EXPECTATIONS, GOALS

GOAL	STATUS
1	
2	
3	
4	
5	
6	
7	

## DEVELOPMENT PLANS

List skill and/or work habits that need attention/improvement; provide action plan that outlines expected improvements, process, time frame for change to take place. List tools that are available to the employee (additional training, professional associations, etc.) to help them meet these development plans.


## GOALS FOR THE COMING YEAR

List work and professional development goals for the coming year. List expectations, deliverables and set appropriate time frames. Outline tools that are available to the employee (additional training, professional associations, etc.) to help them meet these goals.


## EMPLOYEE COMMENTS

--

## SIGNATURES

Employee Signature *		Date	
Supervisor Signature		Date	
Next level Supervisor Signature		Date	
Received by H.R.		Date	

\*Employee signature indicates he/she has been presented with the review, not that he/she necessarily agrees with the ratings.

***Supervisor and employee will review the job description, and if there are significant changes, will submit them to the Human Resources Department for review. The revised job description will be signed by both parties and the signed original will be placed in the employee's personnel file.***