|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name:  | Empl ID #:  | Type of Evaluation | Year  |
| Functional Title:  | Position #:  | \_\_\_\_\_\_ Probation |  |
| Department Name:  | Dept. #:  | \_\_\_\_\_\_ Annual |  |

Annual performance evaluations are one resource used to assist in the engagement and overall development of UND Staff; in addition to ensuring the goals of the university are advancing in a positive and successful manner. This Staff Performance Evaluation Tool is to be used on an annual basis (or probationary) to measure the growth and development of staff and ensure the goals established are being achieved.

**How to Use This Document**:

Major Responsibility: These are the brief overview statements of work to be performed, found as general headings in the employee’s official UND Position Description. Each responsibility is a significant requirement of the job derived from an analysis of the position. These major headings should be imported (cut and paste) onto this tool under the “Major Duties/Responsibility” section. There is no need to import the specific tasks in each section, just the main statement of responsibility. All text boxes in this document are expandable.

Comments: Each area of Major Responsibility **must** have comments to attribute how well the employee is performing or where an employee needs improvement. Again, EVERY area should have feedback provided for the employee regardless of rating.

Rating: Each area of Major Responsibility should have a rating correlating to the specific comments/examples provided.

* Meets Expectations means that the employee is performing as expected and there are no significant performance issues or concerns. It may also mean that they have exceeded expectations supported by detailed comments of how they went above and beyond in their assigned duties.
* Does Not Meet Expectations means that there are performance concerns regarding the execution of the assigned duties as related to their official position description. When an employee receives a “Does Not Meet”, the supervisor and employee must work with their Divisional/Area Human Resources Manager to develop a plan to improve the performance at issue. This can be in the form of a performance improvement plan (PIP) or an annual goal.

At this time, the employee’s official UND Position Description must be reviewed to ensure that there have not been any major changes in the past year. The Position Description must also be in the current approved format. Please ensure that UND Human Resources has the most current copy. A PDF may be emailed to: und.humanresources@und.edu.

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #1** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #2** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #3** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #4** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #5** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #6** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #7** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #8** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #9** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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| Meets | Does Not Meet |
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**MAJOR DUTIES/RESPONSIBILITIES #10** Supervisor Use Only

 (check box)

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Employee Comments (Self Evaluation)

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Supervisor Comments

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**Please delete any boxes above that are not used to identify a major area of responsibility.**

**Supervisor Overall Comments**

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**Employee Overall Comments:**

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**Goal Development**: This section is for documentation of goal development for the next year. Each goal should have a plan and measurement in addition to a specific due date. Progress and completion of goals will be used to assist in evaluation of performance in the next year.

 Goal Statement (what’s to be accomplished) Plan to Complete Measurement of completion Due Date

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 **Position Description**: **(Check One):**

\_[ ]  Position Description has been reviewed and currently reflects the accountabilities and responsibilities of the position, and is in the current format.

\_[ ]  Position Description has been reviewed and revised (and in correct format) and will be sent to Human Resources for approval.

This performance evaluation has been discussed with me and I have had the opportunity to provide my input. I understand that I may include a written statement with this form that will be retained in my personnel file.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 Employee’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date Reviewer’s Signature Date