Performance Period Review

The performance period review process summarizes performance for the review period and recognizes contributions that supported the University’s success.

# Performance Indicators

Overall performance is determined by reviewing:

* Employee’s success in performing the position responsibilities
* Employee’s success in achieving core responsibilities/objectives
* How K-State’s Values were modeled
* How K-State’s Standards of Excellence were demonstrated

# Performance levels

K-State has established four performance levels:

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| --- | --- | --- | --- |
| **Distinguished Performance** | **Successful Performance** | **Variable Performance** | **Significant Performance Gaps** |
| Served as a role model this year by consistently and significantly going above and beyond what would be considered successful performance. Achieved successful performance in the core responsibilities of the position, accomplished objectives, and exemplified K-State’s values and standards of excellence. | Achieved successful performance in the core responsibilities of the position.  Accomplished all or most position objectives and demonstrated  K-values and standards of excellence. | Inconsistently met expectations for core responsibilities/ objectives and/or demonstrating K-State’s values and standards of excellence. Addressing identified performance gaps should increase success in fully meeting performance standards in the year ahead. | Overall performance fell well below  K-State’s standards this year. Addressing identified gaps in core responsibilities and/or demonstrating  K-State’s values and standards of excellence must be an urgent priority. |

# Core Responsibilities/Objectives

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Use this section to review progress and accomplishments toward the established core responsibilities/objectives during this review period. Also note any barriers that made it difficult to make progress.

**Summary Supervisor Comments**

# Professional Development Accomplishments

If a set of learning and professional development plans were established for this review period, use this section to note accomplishments and any barriers that made it difficult to make progress.

**Summary Supervisor Comments**

# Modeling K-State’s Values

Use this section to summarize how K-State’s Values were modeled during the review period. Refer to definitions in planning section of this document as needed. For any values lower than “consistently modeled.” please provide the reason for the rating and ideas for improvement.

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**Value**

**Exemplified this Value**

**Consistently Inconsistently Modeled Modeled**

**Seldom Modeled**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Connection |  |  |  |  |  |  |  |  |  |  |  |  |
| Courage |  |  |  |  |  |  |  |  |  |  |  |  |
| Impact |  |  |  |  |  |  |  |  |  |  |  |  |
| Learner-Focused |  |  |  |  |  |  |  |  |  |  |  |  |
| People-Centered |  |  |  |  |  |  |  |  |  |  |  |  |
| Stewardship |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Summary Supervisor Comments** | | | | | | | | | | | | |
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# Demonstrating Standards of Excellence

Use this section to summarize how K-State’s Standards of Excellence were demonstrated during the review period. Refer to definitions in planning section of this document as needed. For any standards rated lower than “successful demonstration” please provide the reason for the rating and ideas for improvement.

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| **Significant Distinguished Successful Variable Gaps in This**  **Value Demonstration Demonstration Demonstration Area** | | | | | | | | | | | | |
| Accountability |  |  |  |  |  |  |  |  |  |  |  |  |
| Adaptability |  |  |  |  |  |  |  |  |  |  |  |  |
| Commitment to Continuous  Improvement |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | |  | | |  | | |  | | |
| Effective Communication |  | | |  |  |  |  |  |  |  |  |  |
| Job Knowledge |  |  |  |  |  |  |  |  |  |  |  |  |
| Judgment |  |  |  |  |  |  |  |  |  |  |  |  |
| Service Orientation |  |  |  |  |  |  |  |  |  |  |  |  |
| Teamwork |  |  |  |  |  |  |  |  |  |  |  |  |
| Other as established by work unit |  |  |  | ☐ | | |  |  |  |  | ☐ |  |
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**Summary Supervisor Comments**

# Performance Summary for This Review Period

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Taking into account all aspects of the employee’s work, as documented in this performance plan and review, indicate a performance level for this review period, based on the levels and definitions above.

**Distinguished Performance**

**Successful Performance**

**Variable Performance**

**Significant Performance Gaps**

Performance Level for This Review Period**:**

|  |
| --- |
| **Summary Supervisor Comments** |
| Use this section to provide additional comments on overall performance, acknowledge key contributions and describe areas for further development. |
|  |

**Acknowledgment**

This final review was completed through a collaborative dialogue between the supervisor and the employee.

Supervisor signature Date

The next level manager has reviewed this document and does not have concerns about the content and feedback.

Reviewer signature Date

I have read this review document.

Employee signature Date

**Employee Comments**