



Kentucky State University Performance Evaluation and Yearly Review

Review Period	/	/	to	/	/
---------------	---	---	----	---	---

Return completed evaluations, signed and dated, to the Office of Human Resources by: March 31, 2023.

Employee:		Supervisor:	
CWID:		Reviewer:	
Department:		Date of Last Review:	
Title:		Date of This Review:	

PART I: INSTRUCTIONS

Employee: Please complete the Employee Self-Assessment, Employee Development and Career Goals and the Evaluation portions of the Annual Review before meeting with your Supervisor or reviewer.

Reviewer: Please complete the Evaluation portion of the Annual Review. Once completed, with the employee, review the evaluation and create goals/objectives for the next year. Return completed review to the Office of Human Resources by March 31, 2023.

RATING SCALE:		
1	Significantly Needs Improvement	The employee does not meet any requirements.
2	Needs Improvement	The employee meets some, but not all requirements. Improvement is needed in some areas.
3	Meets Expectations	The employee meets the basic requirements.
4	Meets and Occasionally Exceeds Expectations	The employee meets all of the basic requirements and will go above and beyond at times.
5	Significantly Exceeds Expectations	The employee consistently goes above and beyond what is asked and excels in all requirements

PART II: EMPLOYEE SELF-ASSESSMENT

Reflecting on this past year, January 1, 2022 to December 31, 2022, please answer the following questions:

1. What were your major achievements this year?

2. What two goals, within your department, do you expect to achieve during the next fiscal year?

3. What three topics would you like to discuss with your supervisor during your annual performance review?

PART III: EMPLOYEE DEVELOPMENT/CAREER GOALS

Training & Development Opportunities:

In what areas, related to your current role, could you improve over the next year?

What training do you feel would be beneficial for you to successfully complete the requirements of your current role?

What additional training, skills or knowledge do you feel would help you to enhance your ability to obtain your next role within KSU?

Career Path Interest within KSU?
1.
2.
3.

Continuing Education Goals(if applicable): Please list any education goals you would like to achieve within the next few years (i.e. "complete bachelors degree", "earn certificate in certain field", etc).

PART IV: REVIEW OF PERFORMANCE

Core Competency	Definition (Expected Behaviors)	Employee Rating	Reviewer Rating	Comments
Knowledge of Organization	Employee strives to exemplify KSU's Mission, Vision and Core Values.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
Commitment	Employee is committed to "getting it done" and works diligently, takes responsibility for and commits to achieving all required tasks and assignments for the betterment of the University.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
Urgency	Employee has a "the time is now" mentality and seeks to accomplish all responsibilities in a timely manner.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:

Knowledge of Specific Role	Employee has a working knowledge of their specific job and their department goals, responsibilities and expectations.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
Core Competency	Definition (Expected Behaviors)	Employee Rating	Reviewer Rating	Comments
Professionalism	Employee maintains a professional demeanor and strives to promote an ethical and moral standard in their department and on campus for all co-workers, supervisors, students and visitors.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
Accountability and Dependability	Employee contributes to the effectiveness of the department and the mission, vision and core values of the University.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
Initiative and Productivity	Employee performs work accurately, thoroughly and promptly.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
Adaptability and Flexibility	Employee is open and willing to learn new ideas, programs, systems and structures.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
Decision-Making and Problem-Solving	Employee makes sound and logical job-related decisions that are in the best interest of their department and KSU.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:

Overall Performance	Overall, the employee strives to be a positive influence for their department, co-workers, students and campus visitors and works to uphold the standards of Kentucky State University.	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	<input type="checkbox"/> Significantly Needs Improvement <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Meets and Occasionally Exceeds Expectations <input type="checkbox"/> Significantly Exceeds Expectations	Employee: Reviewer:
----------------------------	---	--	--	--

PART V: OVERALL COMMENTS

EMPLOYEE OVERALL COMMENTS

EMPLOYER OVERALL COMMENTS

Employee's Signature:	Date signed:
Reviewer's Signature:	Date Signed:
Supervisor's Signature: (If different than Reviewer)	Date Signed:

EXPLANATION OF CORE COMPETENCIES

Knowledge of organization	<p>Employee strives to exemplify the KSU's Mission, Vision and Core Values.</p> <ul style="list-style-type: none"> ✓ Embraces respect ✓ Upholds ethical standard ✓ Fosters a "Change Agent" attitude ✓ Upholds our student centered philosophy ✓ Strives for excellence and innovation ✓ Works to maintain their social responsibility
Commitment	<p>Employee is committed to "getting it done" and works diligently, takes responsibility for and commits to achieving all required tasks and assignments for the betterment of the University.</p>
Urgency	<p>Employee has a "the time is now" mentality and seeks to accomplish all responsibilities in a timely manner.</p> <ul style="list-style-type: none"> ✓ Prioritizes important tasks and sets deadlines for completions. ✓ Will ask for help or guidance when needed to stay on track. ✓ Restructures procedures to stay on track or will revamp plan to achieve goal. ✓ Sees there is an opportunity for improvement and complies a plan to fix it.
Knowledge of Specific Role	<p>Employee has a working knowledge of their specific job and their department goals, responsibilities and expectations.</p> <ul style="list-style-type: none"> ✓ Employee is able to complete the tasks asked of them with limited direction. ✓ Employee can explain their role and what the expected outcome of their tasks should be. ✓ Employee has or is working towards gaining the knowledge, skills and abilities required of their position.
Professionalism	<p>Employee maintains a professional demeanor and strives to promote an ethical and moral standard in their department and on campus for all co-workers, supervisors, students and visitors.</p>
Accountability and Dependability	<p>Employee contributes to the effectiveness of the department and the mission, vision and core values of the University.</p> <ul style="list-style-type: none"> ✓ Can be trusted to complete assignments and other tasks when asked. ✓ Comes to work when scheduled and on time. ✓ Takes responsibility for their actions (both positive and negative).
Initiative and Productivity	<p>Employee performs work accurately, thoroughly and promptly.</p> <ul style="list-style-type: none"> ✓ Prioritizes workload effectively. ✓ Effectively organizes work to accomplish multiple responsibilities on time. ✓ Willing to do more than requested.
Adaptability and Flexibility	<p>Employee is open and willing to learn new ideas, programs, systems and structures.</p> <ul style="list-style-type: none"> ✓ Willing to take on new projects. ✓ Quickly jumps on board with new role outs, policies or expectations. ✓ Open to learning new ideas. ✓ Embraces change.
Decision Making and Problem Solving	<p>Employee makes sound and logical job-related decisions that are in the best interest of their department and KSU.</p>
Communication	<p>Employee has the ability to listen effectively and communicates efficiently, both orally and in writing.</p>
Working Relationships	<p>Employee proactively seeks to positively interact with all co-workers, supervisors and students while working to help foster a diverse, respectful and cooperative workplace.</p>