



Office of Academic Affairs 2022 Staff Form

Process & Instructions for Staff

- **Form Distribution.** Your supervisor will place your files in the private channel with your name in the Staff Reviews Team. These forms have three parts: (1) Staff form, (2) Supervisor form, and (3) Performance Plan form.
- **Schedule Performance Meeting & complete your staff form.**
 - When your forms are placed in your file, your supervisor will contact you to answer any questions and to schedule your performance meeting. You will also discuss a deadline for you to complete your staff form.
 - If some of the questions on the form involve things that are not part of your job, your supervisor will have noted that in the comments section for those questions and you can skip them.
 - Complete your form and drop it into your supervisor's private channel. Remember that the rating of 3 means that you feel you have met expectations in that area.
- **Performance Meeting.** During this meeting, whether in Teams or in person, the following should occur:
 - You and your supervisor will go over the form you filed out as well as a similar form completed by the supervisor.
 - You and your supervisor will decide on a few items to list in the performance plan describing specific goals for improvement in the coming year and also describing how those goals can be accomplished.
 - You can then tell your supervisor you are happy with the performance plan or you can ask for a day or two to think more about it.
 - You will have a copy of the final performance plan placed in your private folder in the Staff Reviews Team.

Key to Ratings

5	Substantially Exceeds Expectations	
4	Exceeds Expectations	
3	Meets Expectations	
2	Meets Some Expectations	[Priority issues for performance plan.]
1	Below Expectations	[Priority issues for performance plan.]

Employee: _____ Position Title: _____ Supervisor: _____

2022 Staff Copy

Job skills and Knowledge	Rating	Comments
Familiar with methods, procedures and techniques needed to perform job		
Demonstrates an understanding of the appropriate computer systems		
Brings creativity to the job		
Assists with office planning		

Financial Management	Rating	Comments
Provides budgetary oversight and accountability.		
Creates solutions to budgeting constraints.		

Judgment and Reasoning	Rating	Comments
Demonstrates ability to gather and analyze information		
Offers practical suggestions and solutions to problems		
Responds appropriately to constituent requests.		

Attitude and Cooperation	Rating	Comments
Exhibits enthusiasm and willingness in performance of duties		
Demonstrates ability to take effective and appropriate action without being told		
Is receptive to constructive criticism		

Quality and Quantity of Work	Rating	Comments
Completes work in the time allotted		
Complete tasks prior to deadlines.		
Balances multiple tasks with efficiency.		
Completes tasks with accuracy.		

Employee: _____ Position Title: _____ Supervisor: _____

2021 Staff Copy

Facilities Management	Rating	Comments
Coordinates office upkeep, usage, and planning		
Coordinates computer and software systems		
Coordinates archival files		

Interpersonal Relations	Rating	Comments
Communicates clearly		
Has the respect of students and parents		
Has the respect of Hendrix faculty and staff		
Understands and is sensitive to privacy issues		

Personnel Management	Rating	Comments
Sets priorities for staff and office workflow.		
Evaluates and develops staff.		
Coordinates all temporary staff and student employees.		

Summary	Rating
Job Skills and Knowledge	
Financial Management	
Judgment and Reasoning	
Attitude and Cooperation	
Quality and Quantity of Work	
Facilities Management	
Interpersonal Relations	
Personnel Management	