

# San José State University Research Foundation Employee Evaluation Form

I. EMPLOYEE INFORMATION	
Employee Name	Job Title
Supervisor/Reviewer	Review Period: From:    /    /            To:    /    /
II. CURRENT PERFORMANCE GOALS	RATING
1.	
EMPLOYEE COMMENTS:	
SUPERVISOR COMMENTS:	
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EMPLOYEE COMMENTS:	
SUPERVISOR COMMENTS:	
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EMPLOYEE COMMENTS:	
SUPERVISOR COMMENTS:	

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EMPLOYEE COMMENTS:
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SUPERVISOR COMMENTS:
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EMPLOYEE COMMENTS:
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SUPERVISOR COMMENTS:
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<b>III. CORE VALUES (OPTIONAL FOR PROJECT EMPLOYEES)</b>
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PERFORMANCE CATEGORY	EMPLOYEE RATING & COMMENTS	SUPERVISOR RATING & COMMENTS
<b>Partnership</b> <i>Act as a partner with the researchers and provide support to make best use of funding to accomplish their goals. Partners and works collaboratively in solving problems that allows researchers to focus on research and not administration.</i>		
<b>Strength in Diversity</b> <i>Work every day to create a culture where people can come as they are, feel accepted, valued and capable of doing their best work.</i>		

<p><b>Transparency in Communication</b>  <i>Open and honest about decisions with customers. Educates what the rules are and what can be done.</i></p>		
<p><b>Courageous and Curious</b>  <i>Openness to learn from others, ask questions, consider new solutions, and try new approaches and have courage to try even if it may fail. Learn from failure to improve next time. Adapt to change and seek out problems proactively. Share ideas openly, express opinions, and bring concerns to further improve the workplace.</i></p>		
<p><b>Trust and Accountability</b>  <i>Hold each other accountable for doing good work and know that doing this is a professional obligation to each other. Create trust by being honest to each other. Each of us is accountable to create an open culture, to provide constructive feedback, and ask questions.</i></p>		

**IV. JOB KNOWLEDGE AND SKILLS**

PERFORMANCE CATEGORY	EMPLOYEE RATING & COMMENTS	SUPERVISOR RATING & COMMENTS
<p><b>Job Knowledge</b>  <i>Possesses required skills, knowledge, and abilities to competently perform the job. Knowledge of policies, procedures, and skills to complete the tasks. Takes initiative to seek mentoring and training opportunities for professional growth.</i></p>		

<p><b>Quality and Timeliness of Work</b>  <i>Accuracy, thoroughness, quality of end results, commitment to quality improvement, and timeliness of work output. Employ time management skills effectively to prioritize tasks. Persistent and reliable in performing tasks under pressure and manages workload efficiently.</i></p>		
<p><b>Managing Collaborative Work</b>  <i>Gets buy-in for processes that involve multiple stakeholders and keep them informed, establishes clear lines of accountability for important deliverables or goals. Effectively responds to the needs of customers, coworkers, and team. Offer ideas for process improvements that increase team productivity.</i></p>		
<p><b>Communication Skills</b>  <i>Effective verbal and written communication. Presents complex material in a way that is clear and engaging, shows respect for others, and listens to others ideas.</i></p>		
<p><b>Managing Self</b>  <i>Knows values, personality, needs, habits and emotions, and how they affect actions. Able to manage stress and expresses emotions appropriately, maintains positive attitude and expresses optimism when faced with challenges.</i></p>		
<p><b>Growth Orientation</b>  <i>Strong work ethic, pursues greater responsibility, and solicits developmental feedback to improve performance. Contributes to a strong sense of team identity, energizes and inspires others, and recognizes other's contributions.</i></p>		

<p><b>Decision Making</b>  <i>Maintains consistent principles in making decisions on a daily basis, prioritizes the right decision over the popular choice, and focuses on what is important. Organizes relevant information and assesses alternatives before reaching the conclusion.</i></p>		
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**V. COMPLETE ONLY FOR EMPLOYEES WITH SUPERVISORY RESPONSIBILITIES**

PERFORMANCE CATEGORY	EMPLOYEE RATING & COMMENTS	SUPERVISOR RATING & COMMENTS
<p><b>Planning and organizing</b>  <i>The ability to analyze work, set goals, develop plans of action, and utilize time. Plans in advance to utilize resources to accomplish department objectives and deadlines. Adjusts department structure based on needs and look for ways to improve efficiencies.</i></p>		
<p><b>Handling Conflicts</b>  <i>Manages emotions in difficult situations, reduces unproductive conflicts with diplomacy, and tries to find win-win solutions to conflicts. Listens actively, stays calm, separates the person and the issue, makes better decisions, and ultimately lead others to do the same.</i></p>		
<p><b>Leadership and Coaching</b>  <i>The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action. Actively invests time and energy to coach others and provides constructive feedback. Asks thoughtful questions that help others refine their own thinking.</i></p>		

<b>VI. PERFORMANCE GOALS FOR NEXT CYCLE</b>
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<b>VII. ADDITIONAL COMMENTS (OPTIONAL)</b>
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<b>EMPLOYEE COMMENTS:</b>          	<b>SUPERVISOR COMMENTS:</b>          
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<b>VIII. ACKNOWLEDGEMENT</b>	<b>DATE</b>
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I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/supervisor, and I have received a copy of this evaluation.  Employee Signature:	
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Reviewer Signature:	
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Department Head Signature:	
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HR Signature:	
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