
Office of Human Resources | Box 1040 | Edwardsville, IL 62026 | Phone 618.650.2190 | Fax 618.650.2696

EMPLOYEE INFORMATION

Name: _____ **ID No. (800):** _____
Department: _____ **Title:** _____
Date of Hire: _____ **Supervisor:** _____
Classification: _____ **Review Type:** _____
Review Date: _____ to _____

Please rate the employee using the scale below:

| | | | | |
|--------------|---------------|--------------|---------------|------------------|
| 1 | 2 | 3 | 4 | 5 |
| Unacceptable | Below Average | Satisfactory | Above Average | Highly Competent |

SIUE CORE VALUES

| Core Value | Score | Comments |
|--|-------|----------|
| Civic Engagement: Social, civic, and political responsibility - globally, nationally, locally, and within the University. Active partnerships and a climate of collaboration and cooperation among students, faculty, staff, alumni, and the larger community. Sustainable practices in environmental, financial, and social endeavors. | | |
| Excellence: High-quality learning within and beyond the classroom, continuous improvement, and innovation. Outstanding scholarship and public service. | | |
| Inclusion: Openness to humankind’s rich diversity in all aspects of University life. Respect for individuals, differences, and cultures. Intellectual freedom and diversity of thought. | | |
| Integrity: Accountability to those we serve and from whom we receive support. Honesty in our communications and our actions. | | |
| Wisdom: Creation, preservation, and sharing of knowledge. Application of knowledge in a manner that promotes the common good. Lifelong learning. | | |
| Total Values Score | | |

**SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE**

PERFORMANCE FACTORS

| General Performance Factor | Score | Comments |
|--|-------|----------|
| Job Knowledge: A. Possess knowledge and skills necessary to perform the job B. Keeps current with changes in the job C. Understand job requirements and department functions | | |
| Quality of Work: A. Accurate and thorough B. Makes a consistent effort to listen, understand, and satisfy customer needs | | |
| Productivity: A. Completes appropriate amount of work B. Manages time effectively C. Balances multiple job responsibilities D. Organizes work effectively | | |
| Communication and Teamwork: A. Respectful and shows tact, sensitivity, and diplomacy when working with others B. Keeps appropriate people informed in a timely manner C. Actively listens and encourages other to express their view D. Sustains positive work relationships with others and resolves conflict with other directly and constructively E. Responds positively to constructive suggestions F. Contributes effectively to team assignments | | |

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PERFORMANCE FACTORS (CONT.)

| General Performance Factor | Score | Comments |
|--|-------|----------|
| Dependability - Attendance: A. Completes work on time B. Works independently with minimal supervision C. Punctual when reporting to work & taking breaks D. Has infrequent unscheduled absences | | |
| Initiative - Problem Solving: A. Recognizes the need for action and reacts appropriately; self-starter B. Takes on additional responsibility when and where needed C. Adapts well to change (e.g., schedules, procedures, or priorities) D. Makes consistent efforts to listen to, understand, and satisfy customer E. Identifies potential problems, analyzes, and formulates solutions | | |
| Anti-racism, Diversity, Equity, and Inclusion: A. Demonstrates knowledge and awareness of the issue of racism B. Attempts to understand the perspective of others and demonstrates mutual respect; willing to embrace people from all backgrounds and avoid alienating others C. Educates self about ADEI and multicultural issues D. Partakes in ADEI activities within the department | | |
| Average Performance Factors Score | | |

**SOUTHERN ILLINOIS UNIVERSITY
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MANAGER AND SUPERVISOR FACTORS

| Managerial/Supervisory Factor | Score | Comments |
|---|-------|----------|
| Planning - Resource Management: A. Sets goals and plans for future development B. Manages monetary resources effectively C. Introduces appropriate technology into the work environment | | |
| Human Resource Management: A. Plans and organizes workload and staffing, using staff time, skills, and potential B. Achieves constructive working relationships between staff and management C. Manages changes and achieves staff support of objectives D. Shows fairness in dealing with staff | | |
| Employee Development: A. Evaluates performance regularly, accurately, and fairly B. Coaches and reinforces performance to facilitate employee achievement C. Assists and supports appropriate employee development opportunities D. Prepares employees to assume increased responsibilities E. Acts quickly and appropriately on performance problems | | |
| Participative Management: A. Shares decision-making responsibility appropriately B. Provides employees with feedback and recognition C. Holds regular employee meetings; keeps staff informed D. Seeks and listens to employee input and feedback E. Encourages teamwork and group achievement | | |
| Average Manager/Supervisor Factor Score | | |

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INDIVIDUAL GOALS

| Individual Goal | Score | Comments |
|---------------------------------------|-------|----------|
| A. | | |
| B. | | |
| C. | | |
| D. | | |
| E. | | |
| Average Individual Goals Score | | |

DEPARTMENT FUNCTION TEAM GOALS

List overarching goals focused on improving key recruitment metrics and enhancing the efficiency of the recruitment process.

Over the next two to three years, we aim to achieve the following objectives:



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ADDITIONAL NOTES

Supervisor Feedback:

Employee Feedback:

SIGNATURES

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____