

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:	
2.	
EMPLOYEE COMMENTS:	
SUPERVISOR COMMENTS:	
3.	
EMPLOYEE COMMENTS:	
SUPERVISOR COMMENTS:	
4.	
EMPLOYEE COMMENTS:	
SUPERVISOR COMMENTS:	

5.	
EMPLOYEE COMMENTS:	
SUPERVISOR COMMENTS:	

III. CORE VALUES

PERFORMANCE CATEGORY	EMPLOYEE RATING & COMMENTS	SUPERVISOR RATING & COMMENTS
<p>Partnership <i>Act as a partner with researchers, sponsors, clients, faculty, students, and staff to make the best use of funding to accomplish goals. Partners and works collaboratively in solving problems and relates to others with respect, concern, understanding, and patience.</i></p>		
<p>Strength in Diversity <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. Values diversity, equity, and inclusion for all and recognizes that our differences make us stronger.</i></p>		
<p>Transparency in Communication <i>Presents complex material clearly and engagingly, shows respect for others, and listens to others' ideas. Create trust by being honest, and holding each other accountable for doing good work. Maintains consistent principles in making decisions on a daily basis, prioritizes the right decision over the popular choice, and focuses on what is important.</i></p>		
<p>Courageous and Curious <i>Openness to learn from others, ask questions, consider new solutions and try new approaches and have the 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 improve the workplace further.</i></p>		

IV. JOB KNOWLEDGE AND SKILLS

PERFORMANCE CATEGORY	EMPLOYEE RATING & COMMENTS	SUPERVISOR RATING & COMMENTS
<p>Job Knowledge <i>Possesses the required skills, knowledge, and abilities to perform the job competently. Knowledge of policies, procedures, and skills to complete the tasks. Takes the initiative to seek mentoring and training opportunities for professional growth.</i></p>		
<p>Quality and Timeliness of Work <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>Managing Collaborative Work <i>Gets buy-in for processes that involve multiple stakeholders and keeps 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>Managing Self <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. Able to adapt to changes.</i></p>		
<p>Growth Orientation <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 others' contributions.</i></p>		

<p>Personalized performance category specific to the job (Optional)</p>		
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V. COMPLETE ONLY FOR EMPLOYEES WITH SUPERVISORY RESPONSIBILITIES

<p>PERFORMANCE CATEGORY</p>	<p>EMPLOYEE RATING & COMMENTS</p>	<p>SUPERVISOR RATING & COMMENTS</p>
<p>Planning and Organizing <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 looks for ways to improve efficiencies.</i></p>		
<p>Handling Conflict <i>Manages emotions in difficult situations, reduces unproductive conflicts with diplomacy, and tries to find win-win solutions. Listens actively, stays calm, separates the person and the issue, makes better decisions, and ultimately lead others to do the same.</i></p>		
<p>Leadership and Coaching <i>The ability to create a motivating climate, achieve teamwork, train and develop, measure work progress, and take corrective action. Actively invests time and energy to coach others and provides constructive feedback. Asks thoughtful questions that help others refine their thinking.</i></p>		

VI. PERFORMANCE GOALS FOR NEXT CYCLE

1.

2.

3.

4.

PROFESSIONAL DEVELOPMENT:

VII. ADDITIONAL COMMENTS (OPTIONAL)

EMPLOYEE COMMENTS:

SUPERVISOR COMMENTS:

VIII. ACKNOWLEDGEMENT

DATE

I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and received a copy of this evaluation.
Employee Signature:

Reviewer Signature:

Department Head Signature:

HR Signature: