



BOISE STATE UNIVERSITY

Boise State University Annual Employee Performance Evaluation

Employee Name:	Employee ID:	Evaluation Period: to
Job Title:	PCN:	Evaluation Meeting Date:
College (if applicable):	Department:	
Supervisor/Manager:	Supervisor/Manager Title:	Supervisor/Manager Phone:

Type of Review:

- | | |
|---|--|
| <input type="checkbox"/> Annual Review | <input type="checkbox"/> Promotion Probation (Classified Employees Only) |
| <input type="checkbox"/> Entrance Probation (Classified Employees Only) | <input type="checkbox"/> Special Evaluation* |
| | <input type="checkbox"/> Special Evaluation Required/Requested – Date: |

*This special evaluation is being issued to ensure the employee, currently serving a probationary period (Classified), or newly hired and before an annual evaluation is due (Professional), will be eligible to receive a Change in Employee Compensation (CEC) for the new fiscal year. This form does not guarantee a compensation increase, is not a performance evaluation, and is not indicative of successful completion of the probationary period. At such time as the probationary requirements are met, the supervisor will complete a full evaluation. *Complete Overall Rating, Summary and Signatures*

Supervisor/Manager Performance Standards:

<p>Performance Standard: Standards of Conduct Definition: Describes how well the employee manages, follows, supports, champions, and models the following University Standards of Conduct:</p> <ol style="list-style-type: none"> 1. Workplace Conduct: Acts fairly, collaboratively, and honestly in personal and group interactions and helps create and maintain a non-discriminatory, harassment free, drug/alcohol free, and respectful workplace. Ensures a safe work environment by adopting a proactive, cooperative attitude toward health and safety. 2. Compliance: Understands and adheres to State and Federal laws and rules as well as complying with University policies and other forms of guidance. Makes proper referrals for requests for information from the media and elected officials. Uses acceptable processes (University policies and procedures, chain of command, etc.) to bring issues to management’s attention to insure compliance. Remains engaged through issue resolution. 3. Financial Stewardship: Insures accurate financial transactions and reports and maintenance of internal controls. Utilizes University resources in an effective manner, identifies, discloses, and avoids potential conflict of interest, and reports waste, fraud and/or abuse. Maintains the duty and limits of confidentiality, including protecting the privacy of, and access to, records. 4. Individual Responsibility and Accountability: Demonstrates sound judgment, accepts responsibility, and holds themselves accountable for meeting the highest standards of service as well as established performance standards and developmental objectives. 	<p>Rating:</p> <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve
<p>Performance Standard: Customer Service Definition: Describes how well the employee works with internal and external customers to achieve desired results and maintain positive customer relationships and professional image. The employee is expected to be polite and efficient in working with customers.</p>	<p>Rating:</p> <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve
<p>Performance Standard: Interpersonal Skills Definition: Describe how well the employee establishes and maintains effective work relationships. The employee demonstrates sensitivity to others and has good communication and listening skills.</p>	<p>Rating:</p> <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve

<p>Performance Standard: Dependability Definition: Describes how well the employee completes assigned work in a timely manner, keeps commitments, is accountable, reliable and stays balanced under pressure. The employee meets attendance requirements.</p>	<p>Rating: <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve</p>
<p>Performance Standard: Quality Definition: Describes the employee’s work in terms of consistency, thoroughness, responsiveness, and accuracy. The employee supports and participates in continuous improvement in work processes, services or products. The employee demonstrates ethical dealings, effective problem-solving skills and meets quality standards set by supervisor.</p>	<p>Rating: <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve</p>
<p>Performance Standard: Productivity Definition: Describes how the employee manages and completes workload expectations by setting and following priorities, using time effectively and achieves work goals. The employee demonstrates the knowledge and skills needed to do the job.</p>	<p>Rating: <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve</p>
<p>Performance Standard: Adaptability/Flexibility Definition: Describes how well the employee adapts to change and is open to different new ways of doing things. The employee demonstrates willingness to learn and apply new skills or method in completing work assignment or projects.</p>	<p>Rating: <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve</p>
<p>Performance Standard: Work Environment/Safety Definition: Describes how well the employee promotes and supports a respectful workplace. The employee demonstrates support and compliance with general conditions of employment, EEO, security, and workplace safety policies. The employee demonstrates ethical behaviors and decision making and compliance with appropriate federal, state laws, State Board of Education and University policies and procedures.</p>	<p>Rating: <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve</p>

Additional Employee Performance Standards:

Use this section to define additional job-related performance standards not covered above and evaluate employee’s performance against established standards (as outlined above).

<p>Performance Standard: Technical Duties Definition: Describes how well the employee performs their technical duties related to their position (include department specific requirements).</p>	<p>Rating: <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve</p>
<p>Performance Standard: Employee Development Definition: List professional development, workshops and training. This may include on-the-job training sessions attended for the previous rating period.</p>	<p>Rating: <input type="checkbox"/> Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/> Not Applicable</p>

Overall Performance Rating:

- (3) Exemplary Performance
- (2) Exceeds Expectations Performance (Solid Sustained)
- (1) Achieves Performance Standards
- (0) Does Not Achieve Performance Standards (Supervisor: This rating requires consultation with HR Employee Relations prior to delivery. Please contact Human Resources at 426-1616 to schedule a consultation and to coordinate a follow-up special evaluation and performance improvement plan).

Supervisor Summary Comments Describe specific achievements and contributions this employee has made to each performance standard referenced above. Include areas needing performance improvement and include specific performance expectations and time frames needed to achieve performance standards. **(Ratings of 0 or 3 must include specific evaluation comments to justify or clarify performance ratings.):**

Employee Comments:

A large, empty light gray rectangular area intended for employee comments. The area is completely blank, with no text or markings inside.

Next Review Period

Performance Objectives:

Use the following section to record performance objectives for the next review period. Include Performance measure, standards and timeframes as appropriate.

Objectives:

Employee Development Plan

Employee Development Plan: This section should be completed after employee and manager have agreed upon areas of development or improvement needed and/or required as related to upcoming standards. It should include developmental objectives, corresponding development activities (on the job, formal training, workshops, conferences, etc.), measurements, and time frames for completion.

Developmental Objectives:

Revised: 12/2022

Signature Section: Signature acknowledges: Discussion of evaluation (does not necessarily imply agreement). The immediate supervisor, department chair, department director/dean must sign this document. Departments must check with the Provost/Vice President/President to determine if next review level is required.

Employee (Print Name and Sign)

Date

First Level Supervisor

Date

Second Level Supervisor (Print Name, Title, and Sign)

Date

Third Level Supervisor (Print Name, Title, and Sign)

Date

Please return completed evaluation to: evaluations@boisestate.edu or
Human Resources • 2225 W University Drive Capitol Village #3 • Boise, Idaho 83725-1265