 **STAFF CONTRIBUTION & PERFORMANCE ASSESSMENT**

**Contribution & Performance Categories**

**Mission-Focus –** Measures an employee’s demonstrated connection with the institution’s mission: ***Building on a rich Presbyterian heritage and a pioneering spirit, Tusculum University provides an active and experiential education within a caring Christian environment to inspire civic engagement, enrich personal lives and equip career-ready professionals***

**Civic-Mindedness –** Examines thedegree an employee participates in and inspires others to engage in community and civic events as well as important campus initiatives and events designed to promote mission, purpose, culture and Tusculum community pride (***Please consider additionally completing the supplemental Civic Engagement Inventory to disclose how you are involved.***)

**Building Trust –** Considers an employee’s actions relative to their honesty, integrity, honoring commitments, investing quality and purposeful time, being there for others, listening, meeting deadlines and holding one’s self accountable for actions

**Enthusiasm –** Evaluates thedegree to which an employee is self-motivated, is genuine and shows positive attitude and behaviors toward their job, department(s), fellow workers, students, parents, alumni, community partners, programs, academics and the institution’s overall purpose; displays pride in work; and acts as a TU ambassador both on and off campus to promote the university in a positive light and build a positive experiential work environment for all

**Customer Care Standards –** Measures how actively and positively an employee fulfills our customer service expectations impacting students, alumni, clients, teams, vendors, community/business partners, etc.; expectations measured by an employee’s friendliness, helpfulness, resourcefulness, delivery methods, consistency of application, timeliness, responsiveness and use of product/institutional knowledge to support successful service results

**Quality –** Measures an employee’s overall accuracy of work, attention to detail, thoroughness and ability to create outcomes which satisfy given needs

**Productivity –** Considers timeliness, time management, quantity, improvement, efficiency and general output of work; sets goals and objectives and works consistently to meet needs in a timely manner; weighs heavily for results over effort

**Dependability –** Considers an employee’s level of commitment to the department and university through measures such as attendance, punctuality, attentiveness, meeting deadlines, initiative to take on more, following through and followingup on actions

**Teamwork –** Considers how an employee collaborates and works with others in a professional and harmonious manner; considers the degree and methods an employee uses to shares vital information and how he/she actively contributes to the success of groups and/or in the support of larger projects; considers how an employee accepts feedback, manages conflict and/or accepts other’s ideas and contributions

**Communication –** Measures an employee’s ability to present ideas clearly and concisely, how he/she keeps others informed, tone and response time and anticipatory thought of beginning-to-end communication~~.~~

**Professional Appearance –** Demonstrates appropriate concern for personal appearance, grooming, and hygiene; follows appropriate dress code set within policy and/or as may be specific to department standards

**Job Mastery –** Considers an employee’s professional job knowledge and the productive application of learnings/experiences toward the fulfilment of tasks, responsibilities and process improvement;considers an employee’s work output in relation to their time in position; may consider the degree in which an employee seeks continuing personal and professional development opportunities and how they may integrate those skills in the workplace

**Pioneering Spirit –** Considers an employee’s ability to appropriately develop and implement new/better methods, overcome workplace challenges and seize new opportunities to enhance the workplace for all~~.~~



**Staff Contribution & Performance Rating Scale & Definitions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deficient Contributor** | **Inconsistent Contributor** | **Consistent Contributor**  | **Key Contributor** | **Key Contributor w/Distinction** |
| * generally disengaged - routinely inconsistent in methods and/or work output; produces poor quality and/or quantity of work
* May have disconnects with the university’s overall strategy, mission, purpose, and culture
* fails to consistently achieve expected goals and desired results.
* may not demonstrate willingness, desire or ability to collaborate or change
* does not demonstrate core job knowledge to perform job functions effectively
* makes little to no effort to improve current skills or obtain new ones
* work not sustainable & rating (assessed for one or more categories) may necessitate a Performance Improvement Plan or recommendation for separation of employment from the university.
* ***category rating & reasoning must be justified in Supervisor Comments***
 | * more tenured staffer who’s inconsistent navigating or connecting w/methods, tasks or protocols of his/her job
* has general ability, desire and positive attitude to become more proficient and effective in role
* one more versed in their job who shows promise but is intentionally or unintentionally inconsistent in the engagement/fulfillment of his/her role
* Longer-tenured employees who have ratings in this category may be considered for a development action plan and mid-year follow-up review.
 | * consistently achieves job goals with a good comprehension of their larger role and purpose
* may include one currently being exposed to new job functions

 * generally, not yet exposed to full cyclical process and/or full riggers of job responsibilities (including sporadic but recurring and/or regular functions)
* has general ability, desire and positive attitude to become more proficient and effective in their role
 | * solid performer who is authentically and fully engaged in the university’s mission and department goals
* has job mastery and uses knowledge to help actively support and improve work functions
* viewed as a resource to independently take on responsibility and accountability of actions
* routinely takes on more work while helping others succeed
 | * reserved for those few individuals commanding greater accolades for work which is considerably above and beyond the already high standards of a Key Contributor.
* excelled engaged – demonstrated “role-model” or “stand-out” performance
* recognized broadly by others as a “go-to” source
* special consideration may be granted for successfully navigating complex, non-routine and significant business functions that are well outside of one’s normal tasks
* ***category rating & reasoning must be justified in Supervisor Comments***
 |

 **STAFF CONTRIBUTION & PERFORMANCE ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| **EMPLOYEE NAME** | **POSITION TITLE** | **REVIEW PERIOD** |
| Click or tap here to enter text. | Click or tap here to enter text. | Choose an item. |

|  |  |  |
| --- | --- | --- |
| **SUPERVISOR NAME** | **REVIEW TYPE** | **DATE** |
| Click or tap here to enter text. | [ ]  Annual [ ]  Special/Follow-up[ ]  90-Day Introductory Period | Click or tap to enter a date. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Factors For All Employees | Deficient Contributor\* | Inconsistent Contributor | Consistent Contributor | Key Contributor | Contributor w/Distinction\* |
| Mission Focus |[ ] [ ] [ ] [ ] [ ]
| Civic Mindedness |[ ] [ ] [ ] [ ] [ ]
| Building Trust |[ ] [ ] [ ] [ ] [ ]
| Enthusiasm |[ ] [ ] [ ] [ ] [ ]
| Customer Care Standards |[ ] [ ] [ ] [ ] [ ]
| Quality |[ ] [ ] [ ] [ ] [ ]
| Productivity |[ ] [ ] [ ] [ ] [ ]
| Dependability |[ ] [ ] [ ] [ ] [ ]
| Teamwork |[ ] [ ] [ ] [ ] [ ]
| Communication |[ ] [ ] [ ] [ ] [ ]
| Professional Appearance |[ ] [ ] [ ] [ ] [ ]
| Job Mastery |[ ] [ ] [ ] [ ] [ ]
| Pioneering Spirit |[ ] [ ] [ ] [ ] [ ]
| Total Boxes Checked Per Category (enter count) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**\* Supervisor Comments Required for any Deficient Contributor or Contributor w/Distinction Rating(s):**

Click or tap here to enter text.

**If Deficient Contributor rating, recommendation to:**

[ ]  terminate employment [ ]  issue Performance Improvement Plan (target date Click or tap to enter a date.)

[ ]  continue monitoring category(s) for improvement (follow up target date Click or tap to enter a date.)

**Additional Review Factors for Employees Who Supervise Others (leave section blank if not applicable)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supervisors | Deficient Contributor\* | Inconsistent Contributor | Consistent Contributor | Key Contributor | Contributor w/Distinction\* |
| Is fiscally responsible |[ ] [ ] [ ] [ ] [ ]
| Follows policy, regulations & compliance |[ ] [ ] [ ] [ ] [ ]
| Delegates appropriately |[ ] [ ] [ ] [ ] [ ]
| Promotes teamwork & good working relations |[ ] [ ] [ ] [ ] [ ]
| Is ethical, fair & addresses employee concerns promptly |[ ] [ ] [ ] [ ] [ ]
| Is supportive of staff & delivers inspiring leadership |[ ] [ ] [ ] [ ] [ ]
| Is accountable for self & work unit(s) |[ ] [ ] [ ] [ ] [ ]
| Provides employees with a clear sense of purpose & direction |[ ] [ ] [ ] [ ] [ ]
| Total Boxes Checked Per Category (enter count) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Additional Review Factors for New 90-Day Introductory Employees (leave section blank if not applicable)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 90-Day Introductory Period Reviews | Deficient Contributor\* | Inconsistent Contributor | Consistent Contributor | Key Contributor | Contributor w/Distinction\* |
| Is making appropriate work progress |[ ] [ ] [ ] [ ] [ ]
| Is making necessary connections – job, people, mission |[ ] [ ] [ ] [ ] [ ]
| Demonstrates necessary skills & experience needed |[ ] [ ] [ ] [ ] [ ]
| Shows initiative & aptitude to learn/replicate task completion |[ ] [ ] [ ] [ ] [ ]
| Total Boxes Checked Per Category (enter count) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**If 90-Day Introductory review, recommendation to:**

[ ]  terminate employment [ ]  extend introductory period (next review Click or tap to enter a date. )

[ ]  remove introductory status

**Additional Supervisor Comments (as applicable)**

Click or tap here to enter text.

**Job Description Reviewed for Necessary Changes (as applicable)**

[ ]  reviewed - recommend no changes [ ]  reviewed - recommend changes [ ]  changes submitted

[ ]  not reviewed [ ]  changes to be submitted by target date (Click or tap to enter a date.)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**

*By signing this form, I acknowledge I have received a copy of this Staff Contribution & Performance Assessment; which may or may not indicate my acceptance of the feedback given.*

**Optional Employee Comments**

Click or tap here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature Date**

**Please forward a copy of the employee’s review to Human Resources**

**Optional Employee Goal Setting**

|  |  |
| --- | --- |
| Last Year’s Goals | Results |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| This Year’s Goals | Timeline |
|  |  |
|  |  |
|  |  |