Wartburg College Performance Appraisal for Staff Positions

|  |  |
| --- | --- |
| **Employee Name:** Click here to enter text. | **Position Title:** Click here to enter text. |
| **Department:** Click here to enter text. | **Reviewer:** Click here to enter text. |
| **Period covered:** Click here to enter text. |  |

Section A: Performance Factors (see attached definitions):

|  |
| --- |
| **Please comment on how well your employee performs any or all of the following factors:**   * **Overall Job Effectiveness** (*Feel free to comment on each job description item/duty or simply summarize the overall job effectiveness)* * **Time Management and Reliability** * **Teamwork/Workplace Relationships** * **Service Orientation** * **Personal Leadership** * **Culture and Values** |
| **Comments** |
|  |
| \*\*This section should be completed for those staff members who supervise students\*\* |
| **Please comment on how well your employee performs any or all of the following factors:**   * **Coaching, Motivating, Supervising** * **Communication** * **Planning, Organizing, Prioritizing** |
| **Comments** |
|  |

|  |
| --- |
| \*\*This section should be completed for those who supervise other staff members\*\* |
| **Please comment on how well your employee performs any or all of the following factors:**   * **Coaching, Motivating, Supervising** * **Communication** * **Development of Employees** * **Planning, Organizing, Prioritizing** |
| **Comments** |
|  |

Section B: Goal Setting and Achievement

Use this section to capture goal achievements from the previous year and to set goals for the coming year. Employee and supervisor collaborate to set goals that are specific, measureable and attainable within a defined time period.

1. **Goal accomplishment and/or work highlights from the previous year.**

|  |
| --- |
| **Goal #1:** |
| Click here to enter text. |

To what objective in the Wartburg Strategic Plan does this goal connect?

**(See Strategic Plan at** [**https://www.wartburg.edu/brightest-days/**](https://www.wartburg.edu/brightest-days/) **)**

|  |  |
| --- | --- |
| *Goal* | Choose an item. |
| *Objective* | Choose an item. |

|  |
| --- |
| **Goal #2:** |
| Click here to enter text. |

To what objective in the Wartburg Strategic Plan does this goal connect?

|  |  |
| --- | --- |
| *Goal* | Choose an item. |
| *Objective* | Choose an item. |

|  |
| --- |
| **Goal #3:** |
| Click here to enter text. |

To what objective in the Wartburg Strategic Plan does this goal connect?

|  |  |
| --- | --- |
| *Goal* | Choose an item. |
| *Objective* | Choose an item. |

1. **Goals for the coming year (minimum of two goals).** For each goal, include description, how measured, and timeframe for completion.

|  |
| --- |
| **Goal #1:** |
| Click here to enter text. |

To what objective in the Wartburg Strategic Plan does this goal connect?

|  |  |
| --- | --- |
| *Goal* | Choose an item. |
| *Objective* | Choose an item. |

|  |
| --- |
| **Goal #2:** |
| Click here to enter text. |

To what objective in the Wartburg Strategic Plan does this goal connect?

|  |  |
| --- | --- |
| *Goal* | Choose an item. |
| *Objective* | Choose an item. |

|  |
| --- |
| **Goal #3:** |
| Click here to enter text. |

To what objective in the Wartburg Strategic Plan does this goal connect?

|  |  |
| --- | --- |
| *Goal* | Choose an item. |
| *Objective* | Choose an item. |

**Section C: Development Planning *(See Factor Definitions document for examples)***

List areas where development efforts will be concentrated during the coming year.

|  |  |
| --- | --- |
| **Category** | **Actions Planned and Timing** |
| Choose an item. | Click here to enter text. |
| Choose an item. | Click here to enter text. |

Section D: Additional Employee Comments

Employees may choose to add comments by attaching an additional page.

Signatures:

My signature only acknowledges discussion and receipt of this performance appraisal.

# Click here to enter a date.

Employee signature Date

I have discussed this performance appraisal with the employee.

# Click here to enter a date.

Signature of person completing the performance appraisal Date