

**Staff Dialogue for
Direction Form**

(90-day review for Newly
Hired, Transferred or
Promoted Employees)

Orientation status occurs for an established period of time and is defined as an employment relationship between the University and the employee which is provisional pending demonstration and evidence satisfactory to the University that the employee successfully meets the requirements of the job and that his/her performance merits regular employment status. Consistent with University policy, a formal performance review takes place at the completion of the orientation.

Staff Member Name:

Job Title:

Department/College:

Time in Position:

Supervisor Name:

DISCUSSION OF JOB. The supervisor and staff member are expected to discuss key duties and responsibilities of the position as described on the staff member's formal job description. Signatures noted herein will signify that this discussion has occurred.

- I. STAFF MEMBER PLANNING OF OBJECTIVES AND IMPROVEMENTS** – The staff member identified above should identify his/her viewpoint regarding performance objectives and/or improvements as well as what can be done to help him/her become more effective over the next year.

II. SUPERVISOR PLANNING OF OBJECTIVES, PRIORITIES AND EXPECTATIONS – Identify performance expectations, including any new responsibilities, to be achieved over the next year.

III. EVALUATION OF COMPETENCY AREAS – Identify the demonstrated level of job performance during the evaluation period as it relates to each competency area noted below using the following scale:

- 1 – Exceeds expectations**
- 2 – Meets expectations**
- 3 – Does not meet expectations**

- [] **Job Knowledge** – Understands and effectively executes of the key duties and responsibilities of the position.
- [] **Planning and Organizing** – Sets appropriate priorities; plans and organizes workload accurately and thoroughly to complete assignments within established time constraints.
- [] **Innovation and Change** – Actively supports and adapts to new ideas and approaches; displays creativity when developing, evaluating and/or implementing ideas which drive efficiencies and continuous process improvement(s).
- [] **Problem solving** – Anticipates issues and/or problems by acquiring information, analyzing and evaluating appropriate alternatives and taking initiative to resolve matters in a timely manner.
- [] **Quality of Work** – Accurately, skillfully and thoroughly completed duties and responsibilities with appropriate attention to detail; actively supports others to promote high-quality work.

- [] **Customer Support** – Expresses thoughts clearly and respectfully; demonstrates effective listening skills; performs all duties in full support of the University's mission, understanding that the positive and effective execution of these duties are instrumental to the education of the University's students.
- [] **Collaboration and Teamwork** – Exhibits willingness to build positive relationships; promotes a welcoming and inclusive environment; collaborates with and supports co-workers; cooperates and interacts with others in a prompt and collegial manner; keeps others informed and resolves conflicts when necessary.
- [] **Attendance** – Demonstrates punctuality, dependability and readiness to meet the needs of staff, faculty, students and the general public promptly, efficiently and professionally at all times.
- [] **Training and Professional Development** – Demonstrates an understanding of the importance of professional development and views training as an essential component of the position. Participates in educational training programs that are expected by the University. Acts proactively to continuously upgrade skills which enhance job performance.
- [] **University Resources** – Demonstrates an understanding of the importance of maintaining prudent fiscal operations in an effort to ensure the effective management of departmental resources as well as compliance with P-card, purchasing, gift and other expense policies.
- [] **University Policies** – Demonstrates an understanding of University policies such as diversity, civility, general expectations, sexual harassment prevention, health and safety, progressive discipline, grievances, access/disclosure of employee records/University property, drug-free and alcohol-free workplace and privacy of medical information.
- [] **Other Competency Areas (as identified by the supervisor)**

Commendation is due on the following aspect(s) of your job performance:

Improvement in your job performance may be attained in the following way(s):

Additional comments:

Your overall job performance is: Exceeds expectations
 Meets expectations
 Does not meet expectations

Supervisor's Signature

Date

IV. STAFF MEMBER'S COMMENTS

I acknowledge that I have been given the opportunity to read and discuss this review with my supervisor. I understand that if I disagree with any of the information contained herein, that I may submit a written statement explaining my position which shall be maintained as a part of my personnel file. My signature does not necessarily signify that I agree or disagree with this review. I understand that I may have a copy of this review and the original will be placed in my official personnel file.

Employee Signature

Date