

Self-Evaluation

Complete the following questionnaire as you reflect on your work over the past year.

What accomplishments are you most proud of this past year?
How have you contributed to the success of the team and/or department?
What has been the most challenging aspect of your work this year?
In which area(s) would you like to grow, improve, and/or develop?
How can your supervisor support you in achieving your goals?
Identify any concerns that you would like to discuss.

Quarterly/Monthly Check-In

To be completed by the supervisor and/or employee.

What are your current projects?
What (if any) challenges or obstacles are interfering with your work?
What can I do to support you in your work?
Discuss priorities until the next check-in.

Performance Review - Meeting Summary

The supervisor should use this template to summarize key points discussed with the employee during the performance review.

Key accomplishments and contributions discussed:

Plans for addressing challenges and achieving improvements:

Steps you will take as a supervisor to support the employee in his/her job, potentially including resource allocation:

Performance Descriptors

Supervisors will assign a performance descriptor to describe each staff member's overall job performance as part of each annual performance review. The descriptors, as defined on this webpage by the employee's relative performance, are recorded at the time of the performance evaluation. For Professional & Scientific (P&S) staff, supervisors and organizational leadership can use the descriptors to factor performance into salary decisions for July 1.

Outstanding

This rating is typically reserved for an extraordinary year and is seldom earned year after year.

- Considerably and consistently surpassed performance expectations and goals in all areas;
- Made a significant contribution to the department's and/or University's success through unique and exceptional accomplishments;
- Excelled beyond their peer group.

Exceeds Expectations

- Surpassed performance expectations and goals.
- Demonstrated unique understanding of work well beyond job requirements.

Successfully Meets Expectations

- Met job performance standards;
- Was reliable in attaining expected results, and the employee is capable and knowledgeable of their work;
- Work was completed on schedule with a high-degree of accuracy.

Needs Improvement

- Has not satisfactorily completed the assigned duties in some areas and needs to demonstrate improvement toward meeting performance standards;
- Work results were inconsistent

Unsatisfactory

Must show immediate and significant improvement toward satisfactory achievement of performance standards in order to continue University employment.

- Has not met expected standards or goals set for the position;
- Does not demonstrate knowledge or ability to perform the majority of assigned duties

No Rating Required (Merit Only)

<https://hr.uiowa.edu/performance-management/performance-descriptors>