|  |  |
| --- | --- |
| Employee Name | Pam Beesley |
| Employee Title | Assistant to the Regional Manager |
| Supervisor Name | Michael Scott |
| Director Name | Jan Levinson |

The Process

Who: ● Employees with more than 3 months of service

What: ● Summarize & rate accomplishments & outcomes for the evaluation period, with an overall rating representing the description most consistent with performance over the course of the evaluation period. Individual ratings and ov*erall averaged rating must be whole numbers using the scale below.*

How: ● Supervisor completes Annual Performance Evaluation and reviews with the employee in virtual or in-person meeting

* DocuSign Annual Performance Evaluation blank template issued to Supervisor
* Supervisor replaces DocuSign blank template with employee evaluation and signs-off
* Employee adds comments, dates and signs-off on evaluation
* Director adds comments, dates and signs-off on evaluation
* Supervisor or Director save completed evaluation in BOX

When: ● Annual Performance Evaluation to be reviewed with employee after salary planning process  
 is fully approved by HR, and should be completed and signed-off by June 30th

|  |  |  |
| --- | --- | --- |
| **Evaluation of Performance** | | |
| **Work Plan** | **Enter Rating** | **4 – Exceeds**  Performance consistently exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility.  **3 – Meets Expectations**  Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.  **2 – Needs Improvement**  Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. *A performance improvement plan is recommended.*  **1 – Unsatisfactory**  Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. Performance must improve to an acceptable level or corrective action will be taken, up to and including termination. *A performance improvement plan must be attached, including timelines, and should be monitored to measure progress.* |
| 1. Project Support | 3 |
| 2. Ongoing Operational Support | 4 |
| 3. Professional Development & Training Plan | 3 |
| 4. Management  *(if applicable)* | 2 |
| **Overall Rating**  *Average of ratings* | 3 |

Provide a written summary of accomplishments, outcomes, and job-related behaviors related to expectations for the review period. Include strengths and development needs as appropriate. **Include examples to support the ratings.** Detailed coaching and feedback notes are kept in the employee’s Work Plan document.

|  |
| --- |
| **SUMMARY OF ACCOMPLISHMENTS AND OUTCOMES** |
| 1. Priority Projects  **Employee Comments:**  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id interdum velit laoreet id. Fermentum posuere urna nec tincidunt praesent semper feugiat. Facilisis magna etiam tempor orci eu lobortis elementum. Lacinia quis vel eros donec ac odio. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec pretium vulputate. Egestas fringilla phasellus faucibus scelerisque. Eu nisl nunc mi ipsum. Porttitor rhoncus dolor purus non enim praesent. Integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus. Vel quam elementum pulvinar etiam non quam. Accumsan sit amet nulla facilisi. Auctor augue mauris augue neque gravida in fermentum. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Erat velit scelerisque in dictum non consectetur a erat. Nullam eget felis eget nunc lobortis mattis aliquam. Vulputate sapien nec sagittis aliquam malesuada.  **Manager Comments:**  Magnis dis parturient montes nascetur. Aliquet sagittis id consectetur purus ut. Libero nunc consequat interdum varius sit amet. Sed egestas egestas fringilla phasellus faucibus scelerisque eleifend. Ut sem viverra aliquet eget. Elit at imperdiet dui accumsan sit amet nulla facilisi. Amet nisl purus in mollis nunc sed id semper. Id velit ut tortor pretium viverra suspendisse potenti. Rhoncus urna neque viverra justo nec ultrices dui sapien eget. Amet justo donec enim diam vulputate ut pharetra sit amet. Ridiculus mus mauris vitae ultricies leo. |
| 2. Ongoing Operational Support  **Employee Comments:**  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id interdum velit laoreet id. Fermentum posuere urna nec tincidunt praesent semper feugiat. Facilisis magna etiam tempor orci eu lobortis elementum. Lacinia quis vel eros donec ac odio. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec pretium vulputate. Egestas fringilla phasellus faucibus scelerisque. Eu nisl nunc mi ipsum. Porttitor rhoncus dolor purus non enim praesent. Integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus. Vel quam elementum pulvinar etiam non quam. Accumsan sit amet nulla facilisi. Auctor augue mauris augue neque gravida in fermentum. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Erat velit scelerisque in dictum non consectetur a erat. Nullam eget felis eget nunc lobortis mattis aliquam. Vulputate sapien nec sagittis aliquam malesuada.  **Manager Comments:**  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id interdum velit laoreet id. Fermentum posuere urna nec tincidunt praesent semper feugiat. Facilisis magna etiam tempor orci eu lobortis elementum. Lacinia quis vel eros donec ac odio. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec pretium vulputate. Egestas fringilla phasellus faucibus scelerisque. Eu nisl nunc mi ipsum. Porttitor rhoncus dolor purus non enim praesent. Integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus. Vel quam elementum pulvinar etiam non quam. Accumsan sit amet nulla facilisi. Auctor augue mauris augue neque gravida in fermentum. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Erat velit scelerisque in dictum non consectetur a erat. Nullam eget felis eget nunc lobortis mattis aliquam. Vulputate sapien nec sagittis aliquam malesuada. |

|  |
| --- |
| 3. Professional Development & Training Plan  **Employee Comments:**  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id interdum velit laoreet id. Fermentum posuere urna nec tincidunt praesent semper feugiat. Facilisis magna etiam tempor orci eu lobortis elementum. Lacinia quis vel eros donec ac odio. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec pretium vulputate. Egestas fringilla phasellus faucibus scelerisque. Eu nisl nunc mi ipsum. Porttitor rhoncus dolor purus non enim praesent. Integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus. Vel quam elementum pulvinar etiam non quam. Accumsan sit amet nulla facilisi. Auctor augue mauris augue neque gravida in fermentum. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Erat velit scelerisque in dictum non consectetur a erat. Nullam eget felis eget nunc lobortis mattis aliquam. Vulputate sapien nec sagittis aliquam malesuada.  **Manager Comments:**  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id interdum velit laoreet id. Fermentum posuere urna nec tincidunt praesent semper feugiat. Facilisis magna etiam tempor orci eu lobortis elementum. Lacinia quis vel eros donec ac odio. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec pretium vulputate. Egestas fringilla phasellus faucibus scelerisque. Eu nisl nunc mi ipsum. Porttitor rhoncus dolor purus non enim praesent. Integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus. Vel quam elementum pulvinar etiam non quam. Accumsan sit amet nulla facilisi. Auctor augue mauris augue neque gravida in fermentum. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Erat velit scelerisque in dictum non consectetur a erat. Nullam eget felis eget nunc lobortis mattis aliquam. Vulputate sapien nec sagittis aliquam malesuada. |
| 4. Management *(if applicable)*  **Employee Comments:**  Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id interdum velit laoreet id. Fermentum posuere urna nec tincidunt praesent semper feugiat. Facilisis magna etiam tempor orci eu lobortis elementum. Lacinia quis vel eros donec ac odio. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec pretium vulputate. Egestas fringilla phasellus faucibus scelerisque. Eu nisl nunc mi ipsum. Porttitor rhoncus dolor purus non enim praesent. Integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus. Vel quam elementum pulvinar etiam non quam. Accumsan sit amet nulla facilisi. Auctor augue mauris augue neque gravida in fermentum. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Erat velit scelerisque in dictum non consectetur a erat. Nullam eget felis eget nunc lobortis mattis aliquam. Vulputate sapien nec sagittis aliquam malesuada.  **Manager Comments:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supervisor Signature:** | | | | |
| **Signature indicates that this performance evaluation was discussed and reviewed with employee in a virtual or in-person meeting. It does not necessarily indicate employee's agreement.** | | | | |
| **Supervisor Signature:** | **Signature** | **Title:** | | **Title** |
| **Date:** | **Date** |  | | |
|  | | | | |
| **Employee Comments:** | | | | |
| Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Id interdum velit laoreet id. Fermentum posuere urna nec tincidunt praesent semper feugiat. Facilisis magna etiam tempor orci eu lobortis elementum. Lacinia quis vel eros donec ac odio. Egestas egestas fringilla phasellus faucibus scelerisque eleifend donec pretium vulputate. Egestas fringilla phasellus faucibus scelerisque. Eu nisl nunc mi ipsum. Porttitor rhoncus dolor purus non enim praesent. Integer malesuada nunc vel risus commodo viverra maecenas accumsan lacus. Vel quam elementum pulvinar etiam non quam. Accumsan sit amet nulla facilisi. Auctor augue mauris augue neque gravida in fermentum. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Erat velit scelerisque in dictum non consectetur a erat. Nullam eget felis eget nunc lobortis mattis aliquam. Vulputate sapien nec sagittis aliquam malesuada. | | | | |
| The University expects all employees to perform their job responsibilities in a safe and ethical manner, in compliance with federal and state regulations and in adherence to the University’s Code of Conduct (http://universitycompliance.wustl.edu/code-of-conduct/) and the Employee Safety and Health Policy found in the Supervisor Policy and Procedure manual under section VI Employment Rights and Responsibilities.  Please check this box to signify that supervisor and employee have discussed compliance with these standards along with compliance with other standards that may be specific to the department/school.  **Signature indicates that this performance evaluation was discussed and reviewed with employee in a virtual or in-person meeting. It does not necessarily indicate employee's agreement.** | | | | |
| **Employee Signature:** | Docusign Employee Signature | **Title:** | Docusign Employee Title | |
| **Date**: | Docusign Employee Date |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| **Director Comments:** | | | |
|  | | | |
|  | | | |
| **Director Signature:** | Docusign Director Signature | **Title:** | Docusign Director Title |
| **Date:** | Docusign Director Date |  |  |
|  |  |  |  |