Section 1: Job Description Updates:

This section is designed to keep the job description current and to identify how an employee uses his or her time. Employees should review their current job description and identify and explain any differences between the description and the employee’s actual tasks and responsibilities. *(You are not limited to the space provided, feel free to expand the box or attach additional documents where necessary)*

**Employee Section:** Please list significant differences in job duties vs. job description over the past year. It is not necessary to list all current duties.

**Supervisor Section:** (Supervisor should document their agreement or disagreement with the Employee Section)
Section 2: Job Performance Factors:

Please use this list as a guide to develop a written summary of your employee’s annual performance for each factor; some explanation may be required as noted in the definitions listed below.

• **NEEDS IMPROVEMENT (Rating 1):** This performance rating denotes unsatisfactory performance on a consistent basis. It suggests that the employee is not meeting the minimum requirements of their job. Please provide a plan for remediation.

• **GOOD SOLID PERFORMER:** This rating is split between 3 performance categories.

  - **1st Category (Rating 2):** This rating denotes that the employee performs at a satisfactory level and meets the minimum requirements of their job description. It is also to be used for new employees who are still in the early stages of their development.

  - **2nd Category (Rating 3):** This rating denotes that the employee performs at a satisfactory level and sometimes exceeds the requirements of their job description.

  - **3rd Category (Rating 4):** This rating denotes that the employee performs at a high level and consistently exceeds the requirements of their job description. Examples should be provided.

• **TOP PERFORMER (Rating 5):** This rating denotes that these individuals not only consistently exceed the requirements of their job description, but contribute to the advancement of the mission of the organization, as well as the school. Examples are required to explain those contributions that are beyond the job description.

<table>
<thead>
<tr>
<th>Factors for all Employees</th>
<th>Comments (Boxes may be expanded as needed)</th>
<th>Rating: (1 - 5)</th>
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<tbody>
<tr>
<td>Quality of Work:</td>
<td>Consider accuracy, thoroughness, effectiveness, efficiency and productivity.</td>
<td>No decimals</td>
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<tr>
<td><strong>Dependability:</strong> Consider the employee’s ability to meet deadlines; to follow through on tasks; their ability to conform to the work schedule; the employee’s ability to manage their accrued leave appropriately, and to adhere to JHU policies.</td>
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<td><strong>Initiative, Problem Solving, and Innovation:</strong> Consider the level of motivation and the ability to work independently, creatively and take responsibility for results.</td>
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<td><strong>Communication:</strong> Consider the ability to express ideas and information accurately in writing and orally.</td>
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<tr>
<td><strong>Professionalism:</strong> Consider the ability to develop effective working relationships with others, to collaborate and work as a team member. Consider use of diplomacy, good judgment and positive demeanor.</td>
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<td><strong>Adaptability:</strong> Consider the ability to perform under pressure, to multi task, to perform additional tasks as needed, and to accept change. Also consider willingness to alter work schedules as required.</td>
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**Organizational Skills:** Consider the extent that tasks and assignments are prioritized and carried out in an orderly, well conceived and a systematic manner.

**Supervisor Section:** This section is to be used ONLY for rating staff with supervisory responsibilities.

**Leadership:** Consider the extent the supervisor provides guidance and direction to their staff. This should include teamwork and setting performance standards.

**Delegation:** Consider the extent the supervisor entrusts work to staff and extends the appropriate level of authority to staff.

**Facing Issues:** Consider how well the supervisor handles unpleasant issues and seeks to solve them by constructive action at his or her level.

**Staff Development:** Consider the ability of the supervisor to recognize, challenge and develop talent in their staff.

**Section 3: Additional Performance Information:**

Please list significant accomplishments; goals met, and any training and development courses taken in past year.
Section 4: Focus for the coming year: Supervisor and Employee should discuss an action plan related to the topics below.

Goals/Improvement Opportunities: *Create a set (2-5) of mutually agreeable goals/expectations for the coming year, based on the employee’s job description and the department’s goals. Describe goals below.*

1.
2.
3.
4.
5.

Training/Professional Development: *The JHU Training Policy strongly recommends a minimum of 3 full days of training per year” in areas of knowledge and skill relevant to job duties and professional aspirations”.*

1.
2.
3.

Supervisor’s Comments:
Signatures:

Employee ____________________________  ____________________________  Supervisor ____________________________

(Date of meeting)  (Date of meeting)

Any additional comments by employee after the evaluation meeting: