



ASSOCIATED STUDENTS, INCORPORATED
CAL STATE LA

PERFORMANCE EVALUATION

Employee Name:			
Position Title:	Click here to enter text.	Department:	Click here to enter text.
Evaluation Period:	From (mm/dd/yyyy): Click here to enter text.		To (mm/dd/yyyy): Click here to enter text.
Annual Evaluation <input type="checkbox"/>	Probationary Evaluation <input type="checkbox"/>	Mid-year Review <input type="checkbox"/>	

PURPOSE STATEMENT

The job-related performance of employees is reviewed to ensure attainment of goals and objectives, improve communication, and promote career growth and development. The evaluation process involves assessing an employee’s work performance during the review period relative to specific indicators. Performance ratings are determined for each indicator based on specific goals, objectives, and outcomes established by the employee and supervisor within the scope of the employee’s current job description.

PERFORMANCE ACHIEVEMENT LEVELS

Exceeds Expectations

Performance during the review period regularly exceeds expectations. This level is reserved for those who provide an exceptional level of performance and service and who regularly exceed most expectations in all essential areas of responsibility and the quality of work was excellent. All annual goals were met.

Meets Expectations

Performance consistently meets expectations in all essential areas of responsibility, while occasionally exceeding expectations and the quality of work overall was very good. Most critical annual goals were met.

Opportunity for Improvement

Performance does not consistently meet expectations. Performance during the review period met some, but not all expectations for the essential areas of responsibility outlined for the position. One or most critical goals were not met. Individual may still be learning the job and/or functions and requires additional time to develop.

Unsatisfactory

Performance during review period was consistently below expectations in most essential areas of responsibility and/or reasonable progress toward meeting minimum expectations of the position was not evident. Significant improvement is needed in one or more critical areas. A plan to correct performance, including timelines, must be outlined and monitored to measure progress.

CORE COMPETENCIES	Unsatisfactory	Opportunity for Improvement	Met Expectations	Exceeded Expectations
ALL EMPLOYEES:				
Problem Identification and Resolution: Based on competencies and authority found in the current position, uses techniques to analyze situations most efficiently; assesses risks and impacts on the organization and makes appropriate decisions. Understands all relevant factors and develops sound, timely, and practical solutions to daily challenges; demonstrates ability to understand the impact of decision making on others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication: Shares information effectively in a professional manner in verbal and written form with various audiences and listens attentively and openly to the ideas, concerns, and suggestions of others. Ability to write and present information in a professional, organized, and persuasive manner. Answers inquiries in a timely and professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service: Listens, identifies and responds quickly and effectively to internal and external customer needs and follows up to ensure customer satisfaction is maintained in all aspects of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation and Collaboration: Builds strong working relationships with colleagues throughout the organizational unit and the University and seeks opportunities to partner with others to achieve goals and objectives in a diverse environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills: An employee’s demonstrated knowledge and essential skills relevant to their job, such as work practices, policies, procedures, resources, laws, customer service, and technical information, as well as the relationship of work to the organization’s mission. Also, employee’s self-improvement efforts to enhance skills and knowledge and to stay current with changes impacting the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality and Accuracy of Work: Exhibits a commitment to excellence in service and improving the quality of life in the University community. Develops personal level of competence and keeps abreast new developments and continues one’s own educational/professional development. Employee meets established objectives, expectations, and standards of quality and quantity. Regularly assesses and evaluates their work and takes responsibility for the results. Driven toward a goal of continual improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity: Completes assigned tasks on time and can manage multiple projects and assignments at a time. Uses work time efficiently and effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment: Employee shows initiative when confronting problems and seeks to resolve them on their own or brings them to the attention of others who can address them. Dependable and contributes to the organization. Adheres to expected work hours. Attends meetings and events as expected and meets overall attendance requirements for work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork: Listens to and encourages others in their work. The employee is a positive and supportive contributor to meetings and the work environment. Understands the collective goals of the organization and actively supports them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MANAGEMENT EMPLOYEES ONLY:				
Strategic Leadership: Strives for excellence in job performance and creates an atmosphere of trust and integrity in the workplace. Makes timely decisions. Provides long-range goals compatible with the mission of ASI. Identifies and communicates the strategic mission of the organization and functional area for which they manage, supervise, and/or coordinate. Demonstrates effective planning to manage departmental workload and projects. Ability to prioritize and align departmental projects to meet broader organizational and University objectives. Represents ASI in a professional manner on and off campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Financial Leadership: Maintains and/or supports assigned areas within approved budget taking sufficient steps to conserve organizational resources. Develops, implements and/or suggests cost savings measures while meeting goals and objectives. Anticipates future programmatic, equipment, and resource needs for the organization and prepares quotes and budget proposals to submitted for annual budgeting and review. Maintains high ethical standards for finances for self and others and demands strict adherence to financial policies and procedures.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>People Leadership: Gives clear directions, explains decisions, solicits co-worker input to maximize results. Effectively delegates and empowers staff to make independent decisions at appropriate operational levels and holds employees accountable for successful completion. Ability to inspire, influence, and enable others to achieve a specific mission. Cultivates an environment of inclusion and maintains constructive human relations among co-workers and subordinates and shows a commitment to diversity, equity, and inclusion through recruiting, hiring, and training of subordinates. Coordinates staff effectively, develops mutual trust and respect, plans and supports the achievement of professional development goals for direct reports, and provides regular and timely feedback. Provides training, counseling, and holds employees accountable as needed. Manages and articulates the staffing needs for the department to improve workflow and meet desired goals.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESULTS OF EMPLOYEE'S GOALS IN CURRENT REVIEW PERIOD				
MEASURABLE GOALS:	RESULTS:			
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
PROFESSIONAL DEVELOPMENT GOALS:	RESULTS:			
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Opportunity for Improvement	Met Expectations	Exceeded Expectations
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ESSENTIAL JOB FUNCTIONS FOR THIS REVIEW PERIOD	RESULTS (SUPERVISOR COMPLETES):			
Performing all essential functions as listed in the current job description	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Opportunity for Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations

PROFESSIONAL ACHIEVEMENTS: Employee’s most significant strengths and accomplishments during this review period.

AREAS FOR IMPROVEMENT: Areas in which the employee should address professional shortcomings; shortcomings reflected in below expected performance and/or competencies. A PERFORMANCE IMPROVEMENT PLAN may be required for instances where “unsatisfactory” is selected.

PERFORMANCE PLANNING FOR NEXT REVIEW PERIOD	
<i>3 – 5 Measurable Goals:</i>	<i>Expected Results:</i>

<i>Professional development goals</i>	<i>Expected Results:</i>

CHECK THE OVERALL PERFORMANCE FOR THE CURRENT REVIEW PERIOD: (CHECK THE APPROPRIATE PERFORMANCE POSITION FOR THE EMPLOYEE BASED ON THE PATTERN OF PERFORMANCE LEVELS SELECTED THROUGHOUT THE REVIEW.)

Unsatisfactory

 Opportunity for Improvement

 Met Expectations

 Exceeded Expectations

EMPLOYEE COMMENTS (OPTIONAL):

SIGNATURES:

Click here to enter text.	Click here to enter text.	Click here to enter text.
Supervisor Name (Print)	Signature	Title
Click here to enter text.	Click here to enter text.	Click here to enter text.
(Optional) Next Level Supervisor Name (Print)	Signature	Title
<i>My signature only acknowledges discussion and receipt of this evaluation and does not necessarily imply my agreement.</i>		
Employee Signature	Date	

Original to: ASI Executive Director

Copy to: Employee and Supervisor