**University Staff Performance Plan**

Employee Name: Employee ID: Supervisor Name:

Department:

Performance Cycle Dates:

**Performance Goals (3-5)**

*Goals should integrate competencies and reflect high level department goals as they apply to team and individual job responsibilities.*

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| --- | --- | --- | --- | --- | --- |
|  | **Goals** | **Objectives** | **Measurement(s)** | **Employee Comments** | **Supervisor Comments** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |

**Competencies**

*These competencies are for all university staff. Please provide examples of how you have met each of these throughout the year.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Competency** | **Description** | **Employee Comments** | **Supervisor Comments** |
| Accountability | Understanding of the importance of being accountable and able to focus activities that have the greatest impact on meeting work commitments. |  |  |
| Collaboration | Understanding the necessity and value of teamwork; ability to work effectively as a team, break down silos to achieve business results, and collaborate to solve problems. |  |  |
| Communication | Understanding of effective communication concepts, tools, and techniques; ability to effectively transmit, receive, and accurately interpret ideas, information and needs through the application of appropriate communication behaviors. |  |  |
| Diversity and Inclusion | Understanding of the importance of creating and maintaining an environment that fosters diversity and inclusivity; providing equal opportunities for employees enabling them to contribute their full potential to CU. |  |  |
| Ethics and Integrity | Understanding of practices, behaviors, applicable laws, rules, and regulations governing proper business conduct; ability to demonstrate ethical behavior in diverse situations. |  |  |

**Development Goals**

*Include specific activities related to professional development. May include in-person training, Skillsoft courses, professional memberships, conferences, college coursework, etc.*

|  |  |  |
| --- | --- | --- |
| **Goal** | **By When** | **Complete?** |
|  |  |  |
|  |  |  |
|  |  |  |

**Employee Comments (should also complete the self-evaluation at the end of cycle):**

Mid-Year:

End of year:

**Supervisor Comments:**

Mid-Year:

End of year:

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**