



## Performance Management Process Form

### ***Employee Information***

Name:

M #:

Title:

Department:

Supervisor:

### ***Performance Planning (to be completed in April/May)***

#### ***Performance Goal Setting – Set anywhere from one (1) to five (5) goals***

*Document goals and expectations related to primary job activities, major responsibilities, and projects the employee is responsible for in their job. Goals and evaluation criteria may be modified throughout the year based upon changing organizational needs. Use SMART goal criteria: Specific, Measurable, Achievable, Results-Focused, and Time-bound when setting goals and expectations.*

#### **Performance Goal 1**

Date Goal Set:

#### **Performance Goal 2**

Date Goal Set:

#### **Performance Goal 3**

Date Goal Set:

#### **Performance Goal 4**

Date Goal Set:

Performance Goal 5

Date Goal Set:

***Mid-Year Goal Progress Review (to be completed by supervisor in October)***

Performance Goal Comments/Modifications

Overall Performance Mid-Year Comments

***Year-End Employee Self-Assessment on Performance Goals (to be completed in March)***

Performance Goal 1 Self-Assessment

Performance Goal 2 Self-Assessment

Performance Goal 3 Self-Assessment



Performance Goal 4 Self-Assessment

Performance Goal 5 Self-Assessment

Overall Performance Self-Assessment

***Year-End Supervisor Review on Performance Goals (to be completed by April 14)***

Performance Goal 1 Year-End Review Comments

Performance Goal 2 Year-End Review Comments

Performance Goal 3 Year-End Review Comments

Performance Goal 4 Year-End Review Comments

Performance Goal 5 Year-End Review Comments

**Competency Assessments (completed by supervisor at year-end)**

*Supervisor will assess the employee based on at least four (4) of the following seven competencies most relevant to the employee's position.*

Check at least four (4)	University Competency	Competency Definition
<input type="checkbox"/>	Leadership	Ability to create a positive working environment, which influences, encourages, and supports others to deliver results.
<input type="checkbox"/>	Knowledge	Demonstrate job-related and professional knowledge and apply it to execute essential job functions successfully.
<input type="checkbox"/>	Accountability	Commit to deliver on job responsibilities, responsible for self and contributions to the organization, and present oneself as a credible representative of the University.
<input type="checkbox"/>	Communication	Understand and communicate effectively with others within a variety of contexts and using a variety of formats, which include writing, speaking, reading, listening and interpersonal skills.
<input type="checkbox"/>	Safety and Risk Management	Focus on the operational, financial, reputational, strategic, and compliance risk of the University. Specifically relate to workplace laws, regulations, standards, and best practices relating to physical safety and security, security of data and sensitive information, and compliance.
<input type="checkbox"/>	Service Excellence	Understand and work to meet the needs of the university and greater community and strive to build and maintain satisfaction without compromising institutional values.

*Overall, how did the employee perform related to the competencies selected above:*



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### **Overall Performance Evaluation Comments**

*Supervisor will complete this section based on the employee's overall performance for the year.*

*Assess the employee's performance on the essential duties and job responsibilities of the position and overall reflection on completion of performance goals set.*

### **Year-End Signatures**

*Please sign this form once you have completed the entire process and reviewed the completed form.*

Supervisor:

Date:

Employee:

Date:

*(Employee signature confirms receipt of form. It does not imply agreement or disagreement with supervisor's comments.)*

**Submit completed forms to [hr-help@mtu.edu](mailto:hr-help@mtu.edu) or via campus mail to Human Resources by April 14th.**