

## ANNUAL PERFORMANCE PLANNING AND REVIEW RESOURCES

The Student Affairs 2015-2016 performance evaluation form for non-represented employees is based on a number of factors: accomplishment of goals; performance of responsibilities; individual competencies; and how they worked with others.

In **Section C** of the form supervisors and managers are required to describe the employee's **Overall Performance**. This is a critical part of the evaluation as it describes how all of their work came together throughout the year. It describes "what" was done and "how" the employee worked and interacted with co-workers, supervisors and the customers/students whom they support. Where they excelled, and where they have opportunities for growth and further development. This includes Core Competencies and Campus Operating Principles.

The **Overall Performance** description also includes what specific behaviors the employee demonstrated (or did not demonstrate) that exemplified the **Student Affairs Principles of Pride, Trust and Community**.

Our aspirational culture is that ***"Student Affairs is a great workplace where staff trust the people they work with, take pride in what they do, and feel a sense of community in support of the student experience."***

This is the "blueprint" for creating a workplace culture that strives for Student Affairs to be a great place to work, and the employer of choice in the Bay Area.

When commenting on an employee's overall performance, some of the definitions below may be helpful. These are examples of behaviors that exemplify Pride, Trust, and Community; it is not an exclusive or exhaustive list.

When an employee demonstrates **Pride**, the individual:

- strives to achieve more than what is expected of them
- ensures assignments are completed with high quality
- understands that one's individual work affects the greater organization
- makes a positive difference for the performance and reputation of their team, Student Affairs and the campus community
- seeks and accepts input on assignments to improve their quality and effectiveness

When an employee demonstrates **Trust** the individual:

- establishes credibility for one's work
- promotes fairness
- shows respect for others
- completes assignments within an agreed amount of time and with an agreed level of quality
- speaks well of others to colleagues
- does not participate in gossip or rumors about others
- addresses work concerns directly either with the individual or the supervisor

When an employee demonstrates a sense of **Community** the individual:

- collaborates and cooperates well with colleagues
- develops strong personal connections among other staff
- is a key partner in the development and improvement of their team's organizational strength
- creates positive work relationships that support the work of the team
- has empathy and positive regard for their colleagues
- shows enthusiasm for their work and team