



NORTHERN MICHIGAN UNIVERSITY PERFORMANCE REVIEW

Period of Review: July 1, 2019 to June 30, 2020

(Alternate Period: _____ to _____) Alternate periods are only acceptable for probationary employees or with the approval of Human Resources.

Name: _____ IN Number: _____

Title: _____ Unit/Dept.: _____

Supervisor: _____

INSTRUCTIONS FOR COMPLETION

To be used for the Administrative/Professional group represented by UAW Local 2178

Directions to the Appraising Supervisor:

1. Review performance evaluation instructions provided on the Human Resources web page (<http://www.nmu.edu/hr/>).
2. Evaluate employee by completing the evaluation form.
3. Meet with the staff member, review the final form, and give it to the staff member for signature indicating the form has been reviewed with the staff member.
4. Send the review form through the supervisory chain to your Executive or Senior Management member or designee for signature.
5. The Executive or Senior Management member or designee will return the form to the reviewing supervisor for distribution of a copy to the employee and the original to the Human Resources Department.

Rating Categories:

- **EXCEPTIONALLY EFFECTIVE:** “Exceptionally Effective” should be used only for those employees who consistently go above and beyond what is expected of them, and demonstrate “exceptional” performance across all dimensions.
- **HIGHLY EFFECTIVE:** “Highly Effective” recognition levels should be used for those employees who do a great job and also perform above and beyond in some categories.
- **EFFECTIVE:** “Effective and Competent” assessments are for those employees who fulfill all the expectations of the job and do not require additional oversight or guidance.
- **LESS THAN EFFECTIVE:** “Less than Fully Effective” outcomes are for those employees who do not meet all expectations of the job, or who require a higher-than-expected level of managerial oversight. A corrective action plan must be developed immediately.
- **UNSATISFACTORY:** “Unsatisfactory” ratings are for those employees who require immediate corrective action to maintain future employment at the university. The performance improvement plan should establish satisfactory work contributions that must be maintained.

Deadlines:

Annual performance reviews are due in the Human Resources Department no later than July 30 of each calendar year.

I. OVERALL PERFORMANCE RATING

_____ Exceptionally _____ Highly _____ Less Than
_____ Effective _____ Effective _____ Effective* _____ Unsatisfactory*

****Action plan for improvement required. Record in Section IV.***

II. JOB RESPONSIBILITIES

Employee's outcomes and last year's special assignments and initiatives. Comment on accomplishments, contributions, and/or problems relating to the performance of these tasks.

III. INTERPERSONAL SKILLS AND LEADERSHIP CHARACTERISTICS

Comment on ability and effectiveness in relating constructively with others. Identify areas in which the employee applies principles of NMU's Leadership Model (Structuring work, Managing Talent, Inspiring Performance, Building Teams, Using and Sharing Information, Facilitating Change)

IV GOALS FOR NEXT YEAR
Record special projects, career planning recommendations, or performance improvements requirements.

V SUPERVISOR'S COMMENTS

VI STAFF MEMBER'S COMMENTS (OPTIONAL)
To be completed when staff member signs final copy.

Immediate Supervisor's Signature: _____ Date _____

Staff Member's Signature: _____ Date _____

Signifies this form has been reviewed with the staff member, not necessarily concurrence. To be returned to immediate supervisor.

Executive/Senior Management Member's
Signature or Designee's Signature: _____ Date _____