**Great Falls College MSU**

**Employee Name:** Click here to enter text. **Title:** Click here to enter text. **Supervisor:** Click here to enter text. **Review Period:** click to enter 3 mo, 6 mo, or annual **Job Description reviewed:** [ ]  **YES** [ ]  **NO**

**Updated Job Description attached:** [ ]  **YES** [ ]  **NO**

**Human Resources**

**Performance Management Review Form**

1. **Goals and Results for Review Period**

**Review:** 1) Supervisor will enter department or unit goals. 2) List 1-3 individual performance goals (linked to department goals where applicable). 3) List the performance indicator(s) that were used to measure success in attaining each goal. 4) Indicate whether the goal is met or not met for each goal based on results achieved against the performance indicators. 5) Enter comments on the results achieved, providing examples.

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| *Great Falls College MSU provides high quality educational experiences supporting student success and meeting the needs of our community.* |
| **Department/Unit Goals** |
| **Individual Performance Goals** | **Performance Indicator (Metric)** | **Year-end Review and Comments:** |
| 1. |  | [ ] **Met** [ ] **Not Met** (explain) |
| 2. |  | [ ] **Met** [ ] **Not Met** (explain) |
| 3. |  | [ ] **Met** [ ] **Not Met** (explain) |

1. **Job Responsibilities**

**Review:** 1) List Major Functions from Job Description and assign a rating for each responsibility based on the extent to which the responsibility is met. 2) Enter comments, including reasons.

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| **Position Duties** | **Review Period Rating and Comments:** |
|  | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
|  | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
|  | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
|  | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |

1. **Competencies**

**Review:** 1) Discuss how the competencies apply to the position, including the relative importance of each. 2) Assign a rating for each competency based on the extent to which the competency (behavior) is displayed. 3) Enter comments, including reasons.

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| **Competency** | **Review Period Rating and Comments:** |
| **Initiative/Problem Solving:** Is a self-starter. Generates innovative ideas, approaches, and solutions. Seeks new challenges, self-development, and learning opportunities. Anticipates and recognizes potential problems. Generates alternative solutions when solving problems. | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
| **Teamwork:** Develops and fosters effective relationships within and outside of the university. Understands and appreciates the diverse perspectives and nature of others. Treats others with dignity and respect. | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
| **Dependability:** Displays good work habits. Demonstrates a high level of dependability in all aspects of the job. Fulfills commitments made to others. Complies with applicable laws and university policies and procedures. | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
| **Communications:** Is clear and concise in communicating thoughts and information through written and verbal communications. Is an active and effective listener. Communicates effectively with Supervisor, peers, and customers. | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
| **Commitment to Service and Results:** Displays a high level of energy and initiative in providing service and pursing goals. Works hard to achieve and surpass internal and external customer service needs. Operates independently. | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
| **Job knowledge and Skills:** Demonstrates understanding of the required job knowledge and skills to effectively and efficiently carry out job responsibilities.  | [ ] **Does not meet** [ ] **Meets** [ ] **Exceeds** |
| **Overall Competency Comments:** |

1. **Performance Summary**
2. List all aspects of employee’s performance that contribute to his or her effectiveness.
3. List aspects of employee’s performance that require improvement for greater effectiveness.
4. Overall Performance:
5. **Goal Setting for next Review Period**

|  |  |
| --- | --- |
| **Goals** | **Performance Indicator (Metric)** |
| **1.** |  |
| **2.** |  |
| **3.** |  |

1. **Signatures**

This annual performance review will become part of your GFC MSU personnel file. Please sign below to acknowledge that you have received this document.

Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Team

Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_