

Review Period

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Return completed evaluations, signed and dated, to the Office of Human Resources by: May 10, 2024.

Employee: Please complete the Employee Self-Assessment, Employee Development and Career Goals and the Evaluation portions of the Annual Review before meeting with your Supervisor or reviewer.

Reviewer: Please complete the Evaluation portion of the Annual Review. Once completed, with the employee, review the evaluation and create goals/objectives for the next year. Return completed review to the Office of Human Resources by May 10, 2024.

Reflecting on this past year, January 1, 2021 to December 31, 2021, please answer the following questions:

1. What were your major achievements this year?

2. What two goals, within your department, do you expect to achieve during the next fiscal year?

Knowledge of Specific Role	Employee has a working knowledge of their specific job and their department goals, responsibilities and expectations.	<ul style="list-style-type: none"> ^ Significantly Needs Improvement ^ Needs Improvement ^ Meets Expectations ^ Meets and Occasionally Exceeds Expectations ^ Significantly Exceeds Expectations 	<ul style="list-style-type: none"> ^ Significantly Needs Improvement ^ Needs Improvement ^ Meets Expectations ^ Meets and Occasionally Exceeds Expectations ^ Significantly Exceeds Expectations 	Employee: Reviewer:
Core Competency	Definition (Expected Behaviors)	Employee Rating	Reviewer Rating	Comments

Professionalism	Employee maintains a professional demeanor and strives to promote an ethical and moral standard in their department and on campus for all co-workers, supervisors, students and visitors.	<ul style="list-style-type: none"> ^ Significantly Needs Improvement 		
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EXPLANATION OF CORE COMPETENCIES

Knowledge of organization	Employee strives to exemplify the KSU's Mission, Vision and Core Values. 9 Embraces respect 9 Upholds ethical standard 9 Fosters a "Change Agent" attitude 9 Upholds our student centered philosophy 9 Strives for excellence and innovation 9 Works to maintain their social responsibility
Commitment	Employee is committed to "getting it done" and works diligently, takes responsibility for and commits to achieving all required tasks and assignments for the betterment of the University.

Urgency