



## Performance Management

*Promoting Active Employee Engagement with the 21<sup>st</sup> Century Vision and the ACU Promise*

### Performance Appraisal – Strength-Based

Employee Banner ID:
Employee Name:
University Title:
Department:
Supervisor Name:
Review Period:

For instructions, please see “Performance Appraisal – Strength-Based Instructions” on the HR website.

#### Section 1

Position Specific Competencies						
Competencies	Explanation of rating	1	2	3	4	5
<i>Competency 1</i>						
<i>Competency 2</i>						
<i>Competency 3</i>						
Average						

#### Section 2

Goals and Objectives from Past Year						
Goals	Explanation of rating	1	2	3	4	5
<i>Goal 1</i>						
<i>Goal 2</i>						
<i>Goal 3</i>						
Average						

#### Section 3

Incorporating Strengths in Essential Duties	
Top 5 Strengths	How are these strengths being used effectively?

**Abilene Christian University – Performance Management**

Employee and supervisor, please complete the following questions for the above employee:

<p><b>What planned goals for this appraisal period were not accomplished and why?</b></p>
<p><b>What actions or changes might increase effectiveness? Share specific examples.</b></p>
<p><b>Are there strengths you have (according to the StrengthsQuest) that you would like to utilize that are not currently a part of your job description?</b></p>
<p><b>What opportunities/goals would you like to pursue over the next 12 months that would allow you to use these strengths more?</b></p>

**Section 4**

Professional Training and Development		Number of hours		
Summary of Professional Development & Total Number of Hours	Rating	Exempt	Nonexempt	
<i>Brief description/# of hours</i>	0	0	0	
	1	1-10	1-7	
	2	11-20	8-13	
	3	21-30	14-19	
	4	31-40	20-25	
	5	41 or more	26 or more	
	Rating			

**Abilene Christian University – Performance Management**

To be completed by the supervisor and employee:

**Summary of Scores**

Section	Average Rating	Multiply by	Result
Section 1		.30	
Section 2		.60	
Section 4		.10	
Total			

\_\_\_\_\_/\_\_\_\_\_  
Employee Rating / Supervisor Rating

**Review Job Description for accuracy and understanding**

Does the Job Description accurately reflect the day to day duties and responsibilities of the job? (check one) \_\_\_ Yes \_\_\_ No

If “no,” please email an updated version of employee’s job description to [humanresources@acu.edu](mailto:humanresources@acu.edu)

**This Performance Appraisal included discussion of the following. Check those that are completed.**

- Review of Job Description \_\_\_\_\_
- Review of previous year’s goals \_\_\_\_\_
- Set goals for the coming year (see page 4) \_\_\_\_\_

**Actual Date of initial meeting to discuss the Performance Appraisal:** \_\_\_\_\_

I have reviewed this document with my supervisor. My signature indicates that we have completed these discussions, but does not necessarily imply my agreement: any areas of disagreement are noted in my comments in an attached document. I understand that I am entitled to receive a copy of this form and attachments, bearing all required signatures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Section V: Performance and Development Plan for Next Appraisal Period**

**A. Development Needs - Describe those aspects of the employee’s performance and/or job knowledge in which improvement would contribute to his/her effectiveness and how the employee can improve.**

---

---

---

---

---

---

---

---

---

---

**B. List three or more specific goals/objectives that this employee will be expected to accomplish during the next appraisal period (include time-frame action plan, i.e., “Will complete training course by end of first quarter.”).**

---

---

---

---

---

---

---

---

---

---

**C. Date for First Quarter Performance Planning Discussion: \_\_\_\_\_**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date