**Form Introduction:** Staff members are encouraged to complete this form ***prior*** to the performance feedback meeting with their supervisor. This will facilitate an interactive performance partnership discussion. Additional information and resources, including the [Competency Library](http://humanresources.syr.edu/competency-library/), are located on the [Performance Partnership](http://humanresources.syr.edu/careers/professional-development/performance-partnership/) web page.

|  |  |
| --- | --- |
| **Staff Member Name:**  | **Staff Member SUID #:**  |
| **Job Title:**  | **Supervisor Name:**  |

**Section 1: Position Responsibilities**

This section is used to record the major responsibilities for the position. If a [Performance Evaluation Request](http://humanresources.syr.edu/download/syracuse_university_forms_and_files/compensation/HR%20173%20Position%20Evaluation%20Request%20%28PER%29%20Form.docx) (PER) form has been completed during the last year, you may enter that exact information here. If you need assistance, contact the Human Resources Compensation team or review the [PER instructions](http://humanresources.syr.edu/download/syracuse_university_forms_and_files/compensation/HR%20173a%20Position%20Evaluation%20Request%20%28PER%29%20Form%20Instructions%282%29.docx).

Major position responsibilities are being captured here to create streamlined job descriptions. This will create multiple process efficiencies and provide clarity for career path development for all staff members. These tools and processes are the foundation for talent management which will support the University’s commitment to attract, retain and develop the best talent.

List 5-7 major responsibilities for this position. Start each responsibility sentence with an [action verb](http://humanresources.syr.edu/wp-content/uploads/2014/01/List-of-Action-Verbs.pdf) in the present tense.

|  |  |  |
| --- | --- | --- |
|  | % of Time | Major Responsibilities |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** | 5 | Other position-related duties as assigned. |
|  | 100 |  |

**Section 2: Goal status since last review period**

Document and assess your performance based on the previous performance review period.

**Established Goals –** List the goals established for the review period. Reference the Goals and Development Objectives documented in the previous year’s performance review form and/or the Goals and Development Worksheet as well as goals added since the review.

**Status-**Indicate the completion status in the drop-down box (choose either: completed, in-process, not started or no longer required) and provide supporting information in the “Impact” column if the goal was not completed.

**Impact**-Describe the impact the completed goal had on the department, school/college, or University. Make particular note if the completed goal improved the student experience.

**Competencies/Behaviors**-Identify the competencies/behaviors you demonstrated that contributed to achieving the goal adding in brief detail where needed. Reference the [Competency Library](http://humanresources.syr.edu/careers/professional-development/performance-partnership/competency-library/) for a list and definitions of competencies/behaviors.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Established Goals**  | **Status** | **Impact** | **Competencies/Behaviors**  |
| 1 |  | Select Status: |  |  |
| 2 |  | Select Status: |  |  |
| 3 |  | Select Status: |  |  |
| 4 |  | Select Status: |  |  |
| 5 |  | Select Status: |  |  |
| 6 |  | Select Status: |  |  |

**Section 2b: Development/Opportunities for Improvement** - Identify up to three competencies/behaviors that would have improved your performance. Document how the successful demonstration of that competency/behavior would have improved Performance Impact. When choosing the competency/behavior consider Major Responsibilities, (as outlined in Section 1), outcomes of stretch assignments preparing you for promotional opportunities, the direct impact to the department, school/college and/or University; and/or how this competency/behavior would have improved the student experience.

|  |  |  |
| --- | --- | --- |
|  | Competencies/Behaviors | Performance Impact  |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

**Section 2c: General Summary Comments** - Provide additional performance related comments not reflected elsewhere on this form.

|  |
| --- |
|  |

**Section 3: Goals and Objectives**

Draft up to three [SMART goals](http://performance.syr.edu/staff/writing-smart-goals/) and up to three SMART development objectives, for future accomplishments. SMART goals and development objectives are: Specific, Measurable, Achievable, Relevant, and Time-bound.

**Section 3a: Goals** result in tangible outcomes aligned with the position’s Major Responsibilities as outlined in Section 1. Consider setting goals which improve the student experience, improve processes, enhance innovation, support University fiscal objectives and/or reduce University risk. If resources and/or additional support are required, make certain to include in the action plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Goal  | Action Plan | Competency/Behaviors  | Planned Completion Date |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

**Section 3b: Development Objectives** expand and/or improve skills, knowledge, and abilities which often result in improved performance and prepare you for long-term career goals or promotional opportunities. Examples may include training, taking a class, or serving on a committee. You may also want to consider Development/Opportunities for Improvement as outlined in Section 2b. If resources and/or additional support are required, make certain to include in the action plan.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Development Objective  | Action Plan | Competency/Behaviors  | Planned Completion Date |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |

**Section 4: Signature**

Print this completed form, sign and send it to your supervisor prior to the Performance Partnership meeting. Email a copy to Human Resources at performance@syr.edu.

**Staff Member Signature Date**