


ANNUAL PERFORMANCE EVALUATION CYCLE		(Dates From/To):	to
Dept. Name:		Employee Name:	
Supervisor Name:		Employee ID:	
Supervisor Title:		Employee Title:	

**UNIVERSITY OF NORTH CAROLINA STRATEGIC PLAN**

FSU is committed to supporting the University of North Carolina’s system-wide strategic initiatives, as outlined below:

- **Access:** The UNC system must continue its proud heritage of access and student diversity.
- **Affordability & Efficiency:** Ensure a UNC education is within the financial means of all in the state.
- **Student Success:** Increase degree attainment and ensure value and relevance for students.
- **Economic Impact & Community Engagement:** Deepening partnerships that strengthen local communities and the state’s economy.
- **Excellent & Diverse Institutions:** Help institutions achieve excellence within individual missions.

For more information about the UNC Strategic Plan, please visit <https://www.northcarolina.edu/strategic-planning>.

**FSU’s STRATEGIC PLAN: From a Proud Legacy to a Twenty First Century World Class University of Choice.**

FSU’s strategic plan includes: Retention and Graduate Rates, Collaboration and Partnership and Efficiency, Effectiveness and Sustainability. For more information about FSU’s Strategic Plan, please visit <https://www.unccsu.edu/about-us/fsu-leadership/office-of-the-chancellor>.

**General Information:** This form provides a template for managers to provide the annual performance review for EHRA Non-Faculty employees. Each EHRA Non-Faculty employee should receive a written annual performance evaluation covering the immediate preceding July 1 through June 30, and this review should be delivered and discussed with the employee no later than July 15 of each year.

Employees with start dates after the previous July 1 should have the review cover the period from their start date to June 30; employees who been in their present position less than 90 days as of June 30 may have an optional review or await the next performance cycle for completion of the required annual review at the manager’s option.

**INSTRUCTIONS FOR COMPLETING THE PERFORMANCE FORM:**

- Beginning of Review Period (July or at time of hire)**
1. Complete identification information above.
  2. Identify at least three (3) to five (5) goals for the year based on key business needs and strategic initiatives
  3. Discuss professional development activities with the employee and documents them in the Professional Development section below.
  4. Employee and supervisor retain copy of PMP form.
- During Review Period (July 1 – June 30)**
1. Update goals as necessary and use form as basis for providing feedback.
- End of Review Period (June)**
1. Evaluate performance and document performance under Annual Performance Evaluation section of this form. Consider performance during entire period.
  2. Provide overall performance rating. Comments should be included for any goal that was below expectations or exceeded expectations.
  3. Sign and date form.
  4. Forward original signed form to Office of Human Resources.

**GOALS AND OBJECTIVES**

At the beginning of the performance cycle, the supervisor sets at least three (3) to five (5) goals for the year based on key business needs and strategic initiatives.

<b>GOAL:</b>	
<b>Description:</b>	

<b>GOAL:</b>	
<b>Description:</b>	

<b>GOAL:</b>	
<b>Description:</b>	

<b>GOAL:</b>	
<b>Description:</b>	



<b>GOAL:</b>	
<b>Description:</b>	

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<b>Dept. Name:</b>		<b>Employee Name:</b>	
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<b>Supervisor Title:</b>		<b>Employee Title:</b>	

**PROFESSIONAL DEVELOPMENT ACTIVITIES**

Examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden skills relevant to the employee's position, career path, or service to the University.

**SIGNATURES FOR PERFORMANCE AND DEVELOPMENT GOALS**

<b>Supervisor:</b>		<b>Date:</b>	
<b>Employee:</b>		<b>Date:</b>	

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<b>Supervisor Title:</b>		<b>Employee Title:</b>				

**ANNUAL PERFORMANCE EVALUATION**

At the end of the performance cycle, the supervisor conducts an annual review with the employee in order to assess the employee's performance on established goals, as well as other expectations communicated during the cycle.

<b>Date of Review:</b>	
<b>Supervisor Comments:</b>	

<b>Employee Comments:</b>	
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OVERALL RATING				
<p>As part of the annual evaluation, supervisors select the rating that best describes the employee's overall performance during the entire performance cycle, as defined below. The "Supervisor's Comments" section must include justifications for overall ratings of "exceeding expectations" or "not meeting expectations".</p> <ul style="list-style-type: none"> <li>➤ <b>Exceeding Expectations:</b> Routinely performs above expected performance of assigned duties and is generally considered among the highest performing employees within the work unit.</li> <li>➤ <b>Meeting Expectations:</b> Generally performs at, and on occasions may exceed, a successful level of performance of assigned duties.</li> <li>➤ <b>Not Meeting Expectations:</b> Often performs below an acceptable level of performance of assigned duties or has demonstrated substantial performance deficiencies in certain assigned duties.</li> </ul>				
<b>EXCEEDING EXPECTATIONS</b>		<b>MEETING EXPECTATIONS</b>		<b>NOT MEETING EXPECTATIONS</b>

The employee's signature does not signify agreement with the evaluation but affirms that he or she has discussed the evaluation with the supervisor.

SIGNATURES FOR ANNUAL PERFORMANCE EVALUATION			
Supervisor:		SIGN HERE	Date:
Employee:		SIGN HERE	Date: