



CHICAGO STATE
UNIVERSITY

**PERFORMANCE EXCELLENCE
ANNUAL PLAN
FY 2021**



CHICAGO STATE UNIVERSITY

Conducting Annual Reviews

This year the performance review and updated job descriptions will be due on or before September 15, 2021.

Eligible employees include all Administrative and Civil Service Employees (both open range and those covered by a union contract).

Annual Performance Reviews are a discussion about job performance relative to the goals and expectations previously established. This includes reviewing any development or feedback conversations previously held and progress on any development activities that may be in place.

Prior to the Review

Before the annual review meetings, review the employee's current job description. Complete the performance review based upon the current job description.

During the Review

Using the supervisor's and employee's versions of the Performance Excellence Annual Plan to frame the discussion, the supervisor and employee should review prior discussions about Goals and Expectations, performance feedback, and professional development held throughout the prior year.

Following the Review

An electronic or printed copy of the signed Performance Excellence Annual Plan should be provided to each employee and a copy will be placed in each employee's personnel file.

PERFORMANCE EXCELLENCE ANNUAL PLAN

With this document managers and employees together set performance objectives, review mid-year progress, assess Chicago State University behaviors, track development objectives, and rate performance for the entire year.

Employee: _____

Employee ID number: _____

Job Title/Classification: _____

Manager: _____

Civil Service Administrator

Review Period
Start (MM/DD/YYYY) – End (MM/DD/YYYY):

PERFORMANCE OBJECTIVES

Objective 1: Employee completes the basic requirements outlined in their job description

Year-End Rating: 1 2 3 4 5 6 7

Comments:

Objective 2:

Year-End Rating: 1 2 3 4 5 6 7

Comments:

Objective 3:

Year-End Rating: 1 2 3 4 5 6 7

Comments:

Objective 4:

Year-End Rating: 1 2 3 4 5 6 7

Comments:

Objective 5:

Year-End Rating: 1 2 3 4 5 6 7

Comments:

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CHICAGO STATE UNIVERSITY BEHAVIORS

Coachability

*Being receptive to feedback;
willing to learn; embracing
continuous improvement.*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

Collegiality

*Being helpful, respectful, approachable,
and team oriented; building strong
working relationships and a positive work
environment.*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

Communication

*Balancing listening and talking;
speaking and writing clearly and
accurately; influencing others;
keeping others informed.*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

Compliance & Integrity

*Complies with the laws, policies and
regulatory requirements to which CSU
must adhere. Honesty and care permeates
every action taken.*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

Customer Focus

*Striving for high customer satisfaction;
going out of the way to be helpful and
pleasant; making it as easy as possible
for the customer (rather than the
department or the University).*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

CHICAGO STATE UNIVERSITY BEHAVIORS, *continued*

Efficiency

*Planning ahead; managing time well;
being on time; being cost conscious;
thinking of better ways to do things.*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

Initiative

*Taking ownership of work;
doing what is needed without
being asked; following through.*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

Leadership (as applicable)

*Setting clear expectations; reviewing
progress; providing feedback and
guidance; holding people accountable.*

Comments:

Year-End Rating: 1 2 3 4 5 6 7

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OVERALL YEAR-END RATING

- 1 = Unsatisfactory
- 2 = Needs Improvement
- 3 = Moderately Effective
- 4 = Effective
- 5 = Highly Effective
- 6 = Outstanding
- 7 = Role Model

Supervisor Comments:

*See definitions and guidelines
on next page.*

Employee's signature:

Date:

This signature indicates that the employee has reviewed the document with his/her supervisor and acknowledges receipt of the document. The employee may attach a response page, if he or she wishes.

Employee's Comments: may attach a separate sheet of paper

Supervisor's signature:

Date:

YEAR-END RATING DEFINITIONS AND GUIDELINES

1 = Unsatisfactory

- Did not meet expectations.
- Did not accomplish many individual objectives.
or demonstrate many CSU behaviors.
- Made little or no contribution to the
department/University.
- Must improve in many ways to keep current position.

2 = Needs Improvement

- Did not meet expectations to some extent.
- Did not accomplish some individual objectives.
or demonstrate some CSU behaviors.
- Made limited contributions to the department/University.
- Must improve to perform effectively in current position.

3 = Moderately Effective

Met basic expectations; however, demonstrated examples of inconsistency in meeting expectations.

4 = Effective

Met expectations.

5 = Highly Effective

- Accomplished individual objectives and demonstrated CSU behaviors in a consistent manner.
- Made substantial contributions to the
department/University.
- Appropriately challenged in current position.

6 = Outstanding

- Exceeded expectations.
- Accomplished individual objectives and demonstrated CSU behaviors in a remarkable manner.
- Made noteworthy contributions to the department/ University – beyond what was planned.
- Ready for more independence in current position.

7 = Role Model

- Exceeded expectations to a great extent.
- Accomplished individual objectives and demonstrated CSU behaviors in an exemplary manner.
- Made distinguished contributions to the department/ University – well beyond what was planned.
- May be ready for a more challenging position or additional responsibility in current position.