



CHICAGO STATE  
UNIVERSITY

**PERFORMANCE EXCELLENCE  
ANNUAL PLAN  
FY 2020**



## CHICAGO STATE UNIVERSITY

# Conducting Annual Reviews

Annual employee performance review meetings take place from August 1<sup>st</sup>-August 31<sup>st</sup>. This year the performance review and updated job descriptions will be due on or before September 15, 2020.

Eligible employees include all full time 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. Next, revise the job description, in preparation for the discussion of those revisions with the employee during the performance review conversation.

### **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.

The supervisor and the employee are required to review the employee's job description together. After the review, both the supervisor and the employee should sign the document to acknowledge that the job description review was held.

If an employee refuses to sign the performance review and/or job description, document their refusal to sign on each of the documents.

### **Following the Review**

An electronic or printed copy of the signed Performance Excellence Annual Plan and job description 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 and/or civil service job specification.

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 1:**

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objective 2:**

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

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Objective 3:**

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

Comments:

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**Objective 4:**

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

Comments:

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## CHICAGO STATE UNIVERSITY BEHAVIORS

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### **Coachability**

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

### **Comments:**

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

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### **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

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### **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

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### **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

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### **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*

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### **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

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### **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

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### **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

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- 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 read, but does not necessarily agree with, the year-end rating. The employee may attach a response page, if he or she wishes. This signature also indicates that the employee has received a copy of their most recent job description. The signature only acknowledges receipt of the document.*

Employee's Comments:

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.

*Guidelines: Very few staff members at the University should receive this rating; manager should begin corrective action.*

### **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.

*Guidelines: Very few staff members at the University should receive this rating; manager should consider corrective action.*

### **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.

*Guidelines: Most staff members at the University should receive one of these ratings.*



**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.

*Guidelines: Few staff members of the University should receive this rating; it is reserved for those who can be easily recognized for performing above and beyond the call of duty.*

**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.

*Guidelines: Very few staff members at the University should receive this rating; it is reserved for those who have earned the right to be called truly distinguished performers.*