

2018-2019 University Staff Year End Evaluation

Review Period 2/1/2018 - 1/31/2019



REVIEWER

Ralphie Buffalo (Manager)



Chip Buffalo

Academic Services Manager
Job Title



Overview

Task Instructions

The purpose of the performance evaluation is to provide the employee with substantive feedback about achieving the goals, job duties, competencies that the supervisor established in the employee’s Performance Plan in the beginning of the performance cycle. The evaluation forms the basis for the overall performance rating and is a consideration for any merit increase. Additionally, the evaluation can be used to plan employee development over the coming year.

If your department uses any offline processes as part the year end review, be sure to upload those documents as attachments to the task as well by clicking the "options" dropdown in the upper-right corner.



University Staff Goal Rating

Directions

Supervisors: Please review and rate Chip Buffalo's performance for each goal, job duty, and competency, and provide comments for the employee if necessary. An overall narrative can also be added in the last task step when providing the final departmental rating.

Employees: Please review goals, job duties, competencies, and comments left by your manager and leave any necessary feedback.

Core Competency: Collaboration

Building partnerships and working collaboratively with others to meet shared objectives.

Key Behaviors:

- Understands and prioritizes the goals of the university ('university first').
- Understands how their work supports the learning mission of the university.
- Works in partnership with others.
- Values and incorporates diverse perspectives.
- Removes barriers to solve problems.

Start Date
2/1/2018

Due Date
1/31/2019

Status
In Progress

Weight
0%

Reviewer	Rating
Ralphie Buffalo (Manager)	2 - 2 - Below Expectations

Core Competency: Communication

Ensuring that key and critical information is shared in a timely fashion. Developing and delivering information in multi modes that demonstrate the needs of different audiences.

Key Behaviors:

- Effective in variety of communications settings (groups, size, position, styles, diverse audiences), and adjusts to fit the audience and the message.
- Attentively listens to others.
- Provides and encourages the expression of diverse ideas and opinions.
- Engages in candid and constructive dialogue on difficult topics.
- Is respectful of each other's unique backgrounds and perspectives.



Start Date
2/1/2018

Due Date
1/31/2019

Status
In Progress

Weight
0%

Reviewer	Rating
Ralphie Buffalo (Manager)	4 - 4 - Exceeding Expectations

Core Competency: Inclusive Excellence

Exemplifying excellence through diversity by creating a welcoming and inclusive environment that maximizes the success and inclusion of all students, staff, and faculty.

Key Behaviors:

- Actively seeks and engages with diverse perspectives.
- Identifies and mitigates bias on a personal, institutional and process level.
- Identifies and addresses barriers to inclusion on the personal, institutional and process levels.
- Fosters the health and well-being of our campus community by welcoming and encouraging participation of all.

Start Date
2/1/2018

Due Date
1/31/2019

Status
In Progress

Weight
0%

Reviewer	Rating
Ralphie Buffalo (Manager)	4 - 4 - Exceeding Expectations

Core Competency: Innovation

Creating new and better ways for the organization to be successful. Adapting to change and engaging in continuous learning and critical thinking to promote the growth of the individual and the organization.

Key Behaviors:

- Develops useful ideas that are new, better, or unique.
- Introduces new ways of looking at problems.
- Can take a creative idea and put into practice.
- Embraces diverse perspectives to promote or nurture innovation.
- Fosters interdisciplinary/transdisciplinary work.
- Adapts to change.
- Promotes growth of the individual and the organization.
- Engages in continuous learning.
- Engages in critical thinking.
- Takes risks.



Start Date
2/1/2018

Due Date
1/31/2019

Status
In Progress

Weight
0%

Reviewer	Rating
Ralphie Buffalo (Manager)	2 - 2 - Below Expectations

Core Competency: Integrity/Responsibility/Ethics

Gaining the confidence and trust of others through honesty, authenticity, and acceptance of responsibility.

Key Behaviors:

- Accepts responsibility that comes with working in the interest of the public good.
- Follows through on commitments - shows consistency between words and actions - does what they say they will do, and what they are expected to do - and makes sure others do the same.
- Accepts responsibility for one's own conduct in creating a climate of inclusive excellence.
- Acts with a clear sense of ownership.
- Takes personal responsibility for decisions, actions, and failures.
- Establishes clear expectations and processes, and uses data for monitoring work and measuring results.

Start Date
2/1/2018

Due Date
1/31/2019

Status
In Progress

Weight
0%

Reviewer	Rating
Ralphie Buffalo (Manager)	3 - 3 - Meeting Expectations

Goal 1: Cheer Enthusiastically at CU Activities

Start Date
2/1/2018

Due Date
1/31/2019

Status
Completed

Weight
0%

Reviewer	Rating
Ralphie Buffalo (Manager)	2 - 2 - Below Expectations



Final Departmental Rating

Directions

Please provide an **overall performance rating** for **Chip Buffalo**.

Note: This rating will be considered your final overall rating.

Weighted Average Score: If your department uses goal weighting in determining the final score, you have the option to view weighted average scores of your direct reports by running the [Performance Review Rating Report](#).

Rating Scale

Score	Rating	Description
1	1 - Fails to Meet Expectations	This rating is applied when an employee fails to meet expectations.
2	2 - Below Expectations	This rating is applied when an employee is below expectations.
3	3 - Meeting Expectations	This rating is applied when an employee is meeting expectations.
4	4 - Exceeding Expectations	This rating is applied when an employee exceeds expectations.
5	5 - Outstanding	This rating is applied when an employee is outstanding.

Overall Rating:

Reviewer	Rating
Ralphie Buffalo (Manager)	 5 - Outstanding

Comments

Ralphie Buffalo (Manager):
Best Mascot!



Supervisor Sign-Off

Directions

Please provide an e-signature to confirm.

X Ralphie
Supervisor

1/16/2019
Date



Employee Acknowledgment

Directions

Employees: Please provide an e-signature to confirm that you have reviewed with your supervisor.

X Chip
Acknowledgment

1/16/2019
Date