



BOISE STATE UNIVERSITY

## Boise State University Annual Supervisor/Manager Performance Evaluation

<b>Employee Name:</b>	<b>Employee ID:</b>	<b>Evaluation Period:</b> to
<b>Job Title:</b>	<b>PCN:</b>	<b>Evaluation Meeting Date:</b>
<b>College (if applicable):</b>	<b>Department:</b>	
<b>Supervisor/Manager:</b>	<b>Supervisor/Manager Title:</b>	<b>Supervisor/Manager Phone:</b>

**Type of Review:**

- |   |  |
|---|--|
| <input type="checkbox"/> Annual Review                                  | <input type="checkbox"/> Promotion Probation (Classified Employees Only) |
| <input type="checkbox"/> Entrance Probation (Classified Employees Only) | <input type="checkbox"/> Special Evaluation*                             |
|   | <input type="checkbox"/> Special Evaluation Required/Requested – Date:   |

\*This special evaluation is being issued to ensure the employee, currently serving a probationary period (Classified), or newly hired and before an annual evaluation is due (Professional), will be eligible to receive a Change in Employee Compensation (CEC) for the new fiscal year. This form does not guarantee a compensation increase, is not a performance evaluation, and is not indicative of successful completion of the probationary period. At such time as the probationary requirements are met, the supervisor will complete a full evaluation. Complete Overall Rating, Summary and Signatures.

**Supervisor/Manager Performance Standards:**

<p><b>Performance Standard: Standards of Conduct</b>  <b>Definition:</b> Describes how well the manager sets clear expectations, including effective explanations and feedback /coaching for staff, to insure employee acceptance and adherence to the University’s Standard of Conduct. The manager follows, supports, champions and models the following University Standards of Conduct:</p> <ol style="list-style-type: none"> <li>1. Workplace Conduct: Acts fairly, collaboratively, and honestly in personal and group interactions and helps create and maintain a non-discriminatory, harassment free, drug/alcohol free, and respectful workplace. Ensures a safe work environment by adopting a proactive, cooperative attitude toward health and safety.</li> <li>2. Compliance: Understands and adheres to State and Federal laws and rules as well as complying with University policies and other forms of guidance. Makes proper referrals for requests for information from the media and elected officials. Uses acceptable processes (University policies and procedures, chain of command, etc.) to bring issues to management’s attention to insure compliance. Remains engaged through issue resolution.</li> <li>3. Financial Stewardship: Insures accurate financial transactions and reports and maintenance of internal controls. Utilizes University resources in an effective manner, identifies, discloses, and avoids potential conflict of interest, and reports waste, fraud and/or abuse. Maintains the duty and limits of confidentiality, including protecting the privacy of, and access to, records.</li> <li>4. Individual Responsibility and Accountability: Demonstrates sound judgment, accepts responsibility, and holds themselves accountable for meeting the highest standards of service as well as established performance standards and developmental objectives.</li> </ol>	<p><b>Rating:</b></p> <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve
<p><b>Performance Standard: Managing Performance</b>  <b>Definition:</b> Describes how well the supervisor/manager sets clear, consistent job expectations, gives active and concrete assistance and instructions, and provides effective and timely feedback /coaching about performance. The employee demonstrates fair dealings with employees. The employee deals firmly and appropriately with performance problems. The employee conducts staff performance evaluations in a timely and constructive manner.</p>	<p><b>Rating:</b></p> <input type="checkbox"/> (3) Exemplary <input type="checkbox"/> (2) Exceeds <input type="checkbox"/> (1) Achieves <input type="checkbox"/> (0) Does Not Achieve

<p><b>Performance Standard: Communication</b>  <b>Definition:</b> Describes how effectively the supervisor/manager shares information, builds relationships, and influences positive outcomes. The employee demonstrates good collaboration and listening skills and effective verbal and written communication skills. This performance standard should describe how effectively the supervisor/manager shares information, builds relationships, and influences positive outcomes.</p>	<p><b>Rating:</b>  <input type="checkbox"/> (3) Exemplary  <input type="checkbox"/> (2) Exceeds  <input type="checkbox"/> (1) Achieves  <input type="checkbox"/> (0) Does Not Achieve</p>
<p><b>Performance Standard: Decision Making/Problem Solving</b>  <b>Definition:</b> Describes how well the supervisor/manager makes timely and rational decisions based on analysis of relevant information/data. The employee accepts responsibility for decisions and takes proper action when necessary.</p>	<p><b>Rating:</b>  <input type="checkbox"/> (3) Exemplary  <input type="checkbox"/> (2) Exceeds  <input type="checkbox"/> (1) Achieves  <input type="checkbox"/> (0) Does Not Achieve</p>
<p><b>Performance Standard: Results Focus</b>  <b>Definition:</b> Describes how well the supervisor/manager targets and achieves expected outcomes, established performance expectations and goals, supports and contributes to continual quality improvements that support Boise State University strategic vision and department mission and goals.</p>	<p><b>Rating:</b>  <input type="checkbox"/> (3) Exemplary  <input type="checkbox"/> (2) Exceeds  <input type="checkbox"/> (1) Achieves  <input type="checkbox"/> (0) Does Not Achieve</p>
<p><b>Performance Standard: Customer Focus</b>  <b>Definition:</b> Describes how well the supervisor/manager fosters and models a commitment to customer service, builds customer confidence and increases customer satisfaction.</p>	<p><b>Rating:</b>  <input type="checkbox"/> (3) Exemplary  <input type="checkbox"/> (2) Exceeds  <input type="checkbox"/> (1) Achieves  <input type="checkbox"/> (0) Does Not Achieve</p>
<p><b>Performance Standard: Work Environment/Safety</b>  <b>Definition:</b> Describes how well the supervisor/manager promotes and supports a respectful workplace; complies with and supports general conditions of employment, EEO, security, and workplace safety policies. The employee models ethical behavior and decision-making and ensures compliance with appropriate federal, state laws, SBOE and University policies and procedures.</p>	<p><b>Rating:</b>  <input type="checkbox"/> (3) Exemplary  <input type="checkbox"/> (2) Exceeds  <input type="checkbox"/> (1) Achieves  <input type="checkbox"/> (0) Does Not Achieve</p>

**Additional Employee Performance Standards:**

Use this section to define additional job related performance standards not covered above and evaluate employee’s performance against established standards (as outlined above).

<p><b>Performance Standard: Technical Duties</b>  <b>Definition:</b> Describes how well the supervisor/manager performs their technical duties related to their position (include department specific requirements).</p>	<p><b>Rating:</b>  <input type="checkbox"/> (3) Exemplary  <input type="checkbox"/> (2) Exceeds  <input type="checkbox"/> (1) Achieves  <input type="checkbox"/> (0) Does Not Achieve</p>
<p><b>Performance Standard: Employee Development</b>  <b>Definition:</b> List professional development, workshops and training. This may include on-the-job training sessions attended for the previous rating period.</p>	<p><b>Rating:</b>  <input type="checkbox"/> Achieved  <input type="checkbox"/> Not Achieved  <input type="checkbox"/> Not Applicable</p>

**Overall Performance Rating:**

- (3) Exemplary Performance
- (2) Exceeds Expectations Performance (Solid Sustained)
- (1) Achieves Performance Standards
- (0) Does Not Achieve Performance Standards (Supervisor: This rating requires consultation with your HR Employee Relations prior to delivery. Please contact Human Resources at 208-426-1616 to schedule a consultation and to coordinate a follow-up special evaluation and performance improvement plan).

**Supervisor Summary Comments** Describe specific achievements and contributions this employee has made to each performance standard referenced above. Include areas needing performance improvement and include specific performance expectations and time frames needed to achieve performance standards. **(Ratings of 0 or 3 must include specific evaluation comments to justify or clarify performance ratings.):**

**Employee Comments:**

Please see attached self-evaluation for comments, accomplishments and goals.

## Next Review Period

### **Performance Objectives:**

Use the following section to record performance objectives for the next review period. Include Performance measure, standards and timeframes as appropriate.

### **Objectives:**

**Employee Development Plan**

Employee Development Plan: This section should be completed after employee and manager have agreed upon areas of development or improvement needed and/or required as related to upcoming standards. It should include developmental objectives, corresponding development activities (on the job, formal training, workshops, conferences, etc.), measurements, and time frames for completion.

**Developmental Objectives:**

Revised: 08/2022

**Signature Section:** Signature acknowledges: 1.) Review/update of PDQ or JDQ; and 2.) Discussion of evaluation (does not necessarily imply agreement). If job description has changed please email the signed, updated document to: [compensation@boisestate.edu](mailto:compensation@boisestate.edu). The immediate supervisor, chair, department director/dean must sign this document. Departments must check with the Provost/Vice President/President to determine if next review level is required.

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**Employee** (Print Name and Sign)

**Date**

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**First Level Supervisor**

**Date**

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**Second Level Supervisor** (Print Name, Title, and Sign)

**Date**

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**Third Level Supervisor** (Print Name, Title, and Sign)

**Date**

**Please return completed evaluation to:** [evaluations@boisestate.edu](mailto:evaluations@boisestate.edu) or  
Human Resources • 2225 W University Drive Capitol Village #3 • Boise, Idaho 83725-1265