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**PERFORMANCE FEEDBACK FORM 2024-2025**

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| Name: | Position: |
| Department: | Supervisor: |
| Date: |  |

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**USE FOR ALL STAFF**

**Review Period:** July 2024 – June 30, 2025

**Due Date to Human Resources:** July 31, 2025

**Instructions**

**The Performance Management Process:**

Juniata is committed to ongoing employee and manager dialogue that creates a learning environment in which our employees, as well as our students grow and thrive. As such, we believe it is important to provide opportunities for feedback, both formally and informally throughout the year. Using this instrument as a guide, feedback discussions will include both an assessment of performance toward work and strategic goals, as well as inclusive practices and collaborative behaviors.

**Administrative Assessment:**

VPs and supervisors may request that unit/department goals and accomplishments be provided to the Office of Institutional Effectiveness to document continuous improvement through the new [Administrative Assessment Process](https://livejuniata.sharepoint.com/:w:/r/sites/JC-InstitutionalResearch/_layouts/15/Doc.aspx?sourcedoc=%7BECA4D9EE-FC96-4685-A7A7-BA5D08A6A64C%7D&file=Administrative_Assessment_Process_Overview_2025.docx&action=default&mobileredirect=true). This expectation will be communicated by VPs and supervisors. Current year accomplishments and goals for next year, as outlined in this form, can be used to help streamline this process.

**Instructions:**

The process sequence is for employees to consider and provide a narrative self-assessment for each of three performance elements. This self-assessment is then submitted to the manager for review and comment. Manager will add written feedback to the form and discuss review with area Vice President prior to the performance dialogue with employee. Performance conversations should occur by the end of June. Conversations should include planning for 2024-2025 goals; a form has been included for this purpose. The final performance feedback will be retained in the HR file and must be returned to Human Resources by July 31, 2025.

**2024-2025 Performance Feedback**

**Performance Element #1 – Core Work**

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| **Core Responsibilities, Goals and Objectives for this rating period** (No more than 5): |
| In order of importance, list the major responsibilities, goals, and objectives for which you were accountable, and record the results achieved during the review period (August 2024-June 2025). Goals and priorities may have changed during the period, due to extenuating circumstances. Review Job Description/PDQ for any necessary updates and discuss with supervisor. |
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| **Employee Narrative Self-Assessment:** |
| **Supervisor Narrative Assessment:** |
| **Supervisor Rating:**       EX       VG       GP       NI       NA |

**Performance Element #2 –** [**Strategic Initiatives**](https://www.juniata.edu/about/presidents-office/strategic-plan.php)

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| **Active participation in the strategic initiatives of the College.** |
| As a member of the Juniata community, please describe how your efforts and accomplishments advance the strategic plan. Please reference relevance to specific planning principles and strategic pillars as you cite specific examples. |
| **Employee Narrative Self-Assessment:** |
| **Supervisor Narrative Assessment:** |
| **Supervisor Rating:**       EX       VG       GP       NI       NA |

**Performance Element #3 – Performance Behaviors**

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| **Personal work characteristics demonstrate engagement and commitment to an inclusive and collaborative Juniata.** (No more than 5)**:** |
| Provide specific examples of your competency, demonstrated skill and ability in **no more than 5** of these areas:  Job Knowledge; Work Quality; Judgement & Problem Solving; Resource Management; Relationships & Collaboration; Teamwork; Leadership; Belonging, Equity, Diversity and Inclusion practices; Customer service; Flexibility; Initiative & Reliability; Communication. |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| **Employee Narrative Self-Assessment:** |
| **Supervisor Narrative Assessment:** |
| **Supervisor Rating:**       EX       VG       GP       NI       NA |

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| **OVERALL EVALUATION – FOR COMPLETION BY SUPERVISOR** | |
| Exceptional Performance       Very Good Performance       Good Performance       Needs Improvement       Not Acceptable | |
| **Brief explanation** |  |

**Signatures:**

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Employee Supervisor Vice President

**Rating Scale**

**Exceptional Performance (EX)** The level of performance during this rating period was exceptional and significantly exceeded established standards and expectations for the job; merits special recognition. An employee with this rating must consistently perform extraordinarily in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional contribution in support of Juniata’s objectives. This rating is achievable by any employee though given infrequently.

**Very Good Performance (VG)** The level of performance during this rating period was highly effective. Employee consistently exceeds position requirements, meets all annual goals and serves as a role model. An employee with this rating must consistently perform at a high standard of excellence in all essential areas of responsibility.

**Good Performance (GP)** The level of performance during this rating period effectively demonstrated the required skills and knowledge necessary for the position, and consistently supported and advanced the mission of the department. An employee with this rating effectively meets the expectations of the position. The quality of work overall was good. The most critical annual goals were met.

**Needs Improvement (NI)** The level of performance during this rating period partially met the established standards for the job. Improvement is needed and will be reevaluated at midyear or sooner if deemed necessary by the supervisor. An employee with this rating needs improvement in certain areas of performance. Generally, one or more of the most critical goals were not met.

**Not Acceptable (NA)** The level of performance during this rating period did not meet expected job performance and position requirements; significant improvement is needed. An employee with this rating failed to meet the requirements of the job. A performance improvement plan must be implemented and performance at this level will be reviewed within three months.

**Planning for 2025-2026**

**Key Goals and Objectives**

(Review Period June 2025-June 2026)

Employee and Supervisor should use this section to plan specific objectives, accountabilities, and milestones, contributing to key goals for the coming year, which will be evaluated during the 2025-2026 Performance Feedback. Goals should be tied to Juniata’s [Mission](https://www.juniata.edu/about/mission.php), the [Strategic Plan](https://www.juniata.edu/about/presidents-office/strategic-plan.php), and divisional goals. Periodic reviews of progress on these goals is encouraged throughout the coming year.

1. Goal/Objective
2. Goal/Objective
3. Goal/Objective
4. Goal/Objective
5. Goal/Objective