



**Post-Meeting -- Final Employee Information**

I acknowledge my supervisor meeting with me on the date listed above to discuss my appraisal. \*

Employees should use this field for any post-meeting comments.



Cultural Intelligence<sup>(1)</sup> and Inclusive Excellence<sup>(2)</sup> \*

- Contributes to a positive environment for everyone and avoids behaviors that exclude or demoralize 3
- Demonstrates genuine respect for people from diverse cultural groups 2
- Values the differences that exist between individuals and groups and is fully aware of interaction between cultures 1
- Seeks to understand and foster a sense of belonging for people from diverse cultural backgrounds

Operations Values \*

- Models the values of Compassion, Integrity, Hospitality, Communication, Stewardship and Commitment in work and interaction with others. 3
- 2
- 1

(1) Cultural Intelligence (CQ): "CQ can be understood as the capability to relate and work effectively across cultures."

(2) Inclusive Excellence: An "active, intentional, ongoing engagement with diversity in interpersonal relationships, in the curriculum, in the co-curriculum, and in the communities with which students, staff, and faculty connect." In the context of Messiah University, inclusive excellence incorporates the work of social justice and reconciliation.

# Performance Appraisal Form

## Employee Ratings

### Ratings Definitions

3: Exceptional	Reserved for elements of unique strength. The employee's performance far exceeds all goals and expectations. This is a particular skill or strength of the employee that should be leveraged for professional growth and greater responsibility.
2: Proficient	Employee is proficient and successful in the role. Performance standards are met or exceeded and the employee contributes in a meaningful and valued manner.
1: Inconsistent/Needs Improvement	Employee is making progress in learning key aspects of the position. Performance meets some, but is inconsistent in meeting all performance objectives and expectations. Improvement and/or growth needed.

**Evaluation Area**

**Employee Rating**

**Employee Comments**  
*(required for ratings of 1 or 3)*

Functional Knowledge & Skills

- solid grasp of knowledge relevant to position
- stays abreast of developments in discipline or specialty area
- applies best practices in discipline

Delivered Results

- uses time efficiently to complete assignments
- is receptive to and implements suggestions for improvement
- quantity of work completed successfully meets expectations
- results consistently reflect commitment to accuracy, quality

Problem Solving

- recognizes issues and 9e6s and

Operations Values

- Models the values of Compassion, Integrity, Hospitality, Communication, Stewardship and Commitment in work and

# Performance Appraisal Form

## Employee/Supervisor Summary

### Employee Summary Comments

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### Supervisor Summary

1. Employee's Areas of Strength:

- 1.
- 2.
- 3.

2. Areas for Growth or Improvement:

- 1.
- 2.
- 3.

3. Please focus on the following for the next year:

4. Evaluation of overall performance during past 12 months:

# Professional Development Plan

1. Based upon the goals and objectives of your department, what do you see as your goals for the next 12 months? How do you plan to accomplish them?

Employee Comments

Supervisor Comments

2. How can your supervisor or the University better provide support or resources to help you be more effective in your role?

Employee Comments

Supervisor Comments

3. Please indicate any other issues you would like to discuss.

Employee Comments

Supervisor Comments

Supervisor-Initiate  
Signature

\_\_\_\_\_

Date: \_\_\_\_\_