



Staff Employee Annual Performance Cycle

Employee Name:	
Employee Title:	
Supervisor Name:	
Supervisor Title:	
Department	
Meeting Dates:	Step 1: Step 2: Step 3:

Annual Timeline

Step 1:	August - September	Focus & Growth for Year Ahead
Step 2:	February	Mid-cycle Check-in
Step 3:	June - July	Accomplishments & Recap of the Year

STEP 1: Focus & Growth for Year Ahead

Utilizing the [SMART goal methodology \(gdoc\)](#), supervisor and employee work together to develop 3 to 4 **Performance Goals** that tie to specific elements of the employee's role or work. To ensure clarity, also indicate the **Desired or Anticipated Result** if this goal is achieved.

Performance Goal 1:

Desired/Anticipated Result:

Outcome (Employee): [Do not complete until STEP 3]

Comment (Supervisor): [Do not complete until STEP 3]

Performance Goal 2:

Desired/Anticipated Result:

Outcome (Employee): [Do not complete until STEP 3]

Comment (Supervisor): [Do not complete until STEP 3]

Performance Goal 3:

Desired/Anticipated Result:

Outcome (Employee): [Do not complete until STEP 3]

Comment (Supervisor): [Do not complete until STEP 3]

Performance Goal 4:

Desired/Anticipated Result:

Outcome (Employee): [Do not complete until STEP 3]

Comment (Supervisor): [Do not complete until STEP 3]

In partnership, identify 1 to 2 **Development Goals**. These can focus on “soft skill” building or learning something new that helps them in their current or a future role. Development goals will not factor into final performance rating decisions.

Development Goal 1:

Desired Achievement:

Outcome (Employee): [Do not complete until STEP 3]

Comment (Supervisor): [Do not complete until STEP 3]

Development Goal 2:

Desired Achievement:

Outcome (Employee): [Do not complete until STEP 3]

Comment (Supervisor): [Do not complete until STEP 3]

Step 2: Mid-cycle Check-in

The Mid-cycle Check-in allows the supervisor and employee to formally connect with each other on overall performance and goal progress. Use this time to listen, reinforce expectations, celebrate, give and receive feedback. Some possible prompts to use could be:

- What's working well? What could be better?
- Are you experiencing any obstacles to achieving your goals?
- What thoughts do you have for helping us be even better at what we are trying to do this year?
- Anything we need from each other?
- Who should be recognized for their work and/or support of you? The department?

NOTES:

Step 3: Accomplishments & Recap of the Year

Part A: Go to the Step 1 section and provide outcomes for each of the goals. Both employee and supervisor should complete their respective Outcome/Comment sections.

Part B: Employee Self-Assessment

What accomplishments are you most proud of?

Provide additional perspective of this past year for yourself.

What do you want to focus on or improve on for the next Performance Year?

Part C: Summary Assessment by Supervisor:

Overall Rating

Brief Definitions - For complete performance rating definitions, please see [Overall Rating Definitions \(gdoc\)](#).

1. **Exceptional Impact** - Contributions have significant and consistently exceptional impact and value to the department and/or the organization. Makes unique, often one-time achievements that measurably advance progress towards organizational goals and/or result in major improvements. This rating is reserved for those employees truly outperforming what is expected in the role, and should be used thoughtfully and sparingly.
2. **Full/Consistent Impact** - Consistently demonstrates meaningful impact through accomplishments and contributions. This level of impact is reflective of a fully qualified, competent and experienced individual in this role. This rating is for those employees that are consistent and fully competent in their role.
3. **Learning/Building** - Needs to gain proficiency and/or productivity in the position to achieve consistent impact. This rating is reserved for new hires still coming up to speed with their job responsibilities, or those newly promoted within the last 6 months.
4. **Needs Improvement** - The quality of performance is below expectation for the role. Knowledge, skills, abilities and/or productivity have not been demonstrated at the appropriate levels.

Supervisor is required to designate an overall rating that is supported or explained in this document. Employees are invited to designate an overall rating, but are not required.

Employee	• Exceptional Impact	• Full / Consistent Impact	• Learning / Building	• Needs Improvement
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Supervisor	• Exceptional Impact	• Full / Consistent Impact	• Learning / Building	• Needs Improvement
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Employee Signature

Date

Supervisor Signature

Date

Upon acknowledgement from both employee and supervisor, the supervisor should scan and email the final performance review to hr@macalester.edu.

The annual Assessment Cycle for Macalester College runs from September 1 to August 31 of each year. If available, an annual increase in pay is effective September 1 of each year. Staff employees who are newly hired into Macalester or have received a pay adjustment within the 6 months preceding September 1, will not be eligible for the annual increase on September 1.

Staff employees who receive a **Needs Improvement** rating will be reviewed on a case by case basis to determine if an annual increase is appropriate.

Revised 10/2022jol