



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:	December - January	Mid-cycle Check-In
Step 3:	June - July	Accomplishments & Recap of the Year

STEP 1: Focus & Growth For Year Ahead

Utilizing the SMART goal format, work together to develop 3 to 4 **Performance Goals** that tie to specific elements of the employee's role or work.

Performance Goal 1:

Outcome (Employee):

Outcome (Supervisor):

Performance Goal 2:

Outcome (Employee):

Outcome (Supervisor):

Performance Goal 3:

Outcome (Employee):

Outcome (Supervisor):

Performance Goal 4:

Outcome (Employee):

Outcome (Supervisor):

In partnership, identify two **Development Goals**. These might focus on “soft skill” building or learning something new that helps them in their current or a future role.

Development Goal 1:

Outcome (Employee):

Outcome (Supervisor):

Development Goal 2:

Outcome (Employee):

Outcome (Supervisor):

Step 2: Mid-cycle Check In

The goal for this stage is to connect with each other about how things are going. Use this time to listen, assist, coach, 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?
- One thing you would like to talk about, but find it difficult to say or initiate?

NOTES:

Step 3: Accomplishments & Recap of the Year

Outcomes and thoughts for each of the goals identified in STEP 1 should be recorded under each goal

Part A: Employee Self Assessment

What accomplishments are you most proud of?

Provide additional perspective of this past year for yourself.

How have you contributed to the advancement of Macalester's mission/goals?

Is there someone you would like to recognize that made your work over the past year rewarding, more fulfilling, more successful?

Part B: Summary Assessment by Supervisor:

Overall Rating

Rating Definitions

- 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. Easily recognized as a role model by high-performing peers. Viewed as an excellent resource to provide expertise, guidance, advice, mentorship or support to others. Demonstrates a range of high-level competencies and actively takes on higher levels of responsibility.
- 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. Viewed as someone who gets the job done and effectively prioritizes work and produces strong results. Contributes positively to the overall objectives of the department and/or the larger organization. Achieves valuable accomplishments in several important areas of the job and/or on assigned projects.
- 3. Learning/Building** - Needs to gain proficiency and/or productivity in the position to achieve consistent impact. May achieve some, but not all goals. Stronger or additional knowledge, skills and abilities need to be demonstrated for consistent success in the roles. This rating is recommended for use when an employee is still coming up to speed with their job responsibilities based on limited tenure in the role.
- 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 IT IS NOT REQUIRED.

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

Employee Signature

Date

Supervisor Signature

Date

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 promotion within the 6 months preceding September 1, will not be eligible for the annual September 1 pay adjustments.

Staff employees who receive a **Needs Improvement** rating will not be eligible for the September 1 annual increase.

SAMPLE