Results Achieved

Below are your goals for this review period. For each goal, you must provide the following:
Required: Goal, Category, Due Date, Status, and if Completed, Completed On Date
Optional: Goal Objectives and although optional, comments should be included to summarize goal achievement or challenges.

Position Description

Respond to the question: Does your position description accurately reflect your major responsibilities? If not, you will have an opportunity to comment for further discussion with your supervisor

Performance Indicators

Select a rating for each competency area based on the provided Performance Rating Scale Descriptions (accessible here).

Optional: You may enter comments to support your rating in the space provided. If you assign a rating of "Not Meeting Expectations," you must provide supporting comments.

Rating Scale:

- EE – Exceeds Expectations: Consistently exceeds or far exceeds performance expectations. Highly competent in current role. Role model in current position.
- CM – Consistently Meets Expectations: Fully competent and may at times exceed job expectations; makes a valuable contribution to SCU; errors are infrequent and typically detected and corrected by employee
- SM – Sometimes Meets Expectations: Meets performance expectations some of the time; displays inconsistency in the performance and output; at times may fall below performance expectations
- NM - Not Meeting Expectations: Consistently poor or unacceptable performance; does not accomplish most objectives; immediate correction required or possible employment termination

Competency	Description
Fostering Belonging for All Broncos	Values the Jesuit principle of recognizing everyone's inherent dignity and supports holistic care. Demonstrates appreciation for shared humanity by respecting diverse contributions from all individuals [which include and are not limited to all races, ethnicities, national origins, religions, ages, genders, gender expressions and identities, sexual orientations, marital and registered domestic partner statuses, physical or mental disabilities (including perceived disabilities), medical conditions, pregnancies (including childbirth, breastfeeding and related medical conditions), or any other aspect of beliefs, viewpoints and ideologies]. Cultivates a positive, inclusive environment at SCU by promoting belonging and addressing non-inclusive behavior appropriately.
Effective Communications	Able to express ideas in a clear, concise, and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Demonstrates effective listening skills, and openness to differing viewpoints Openly shares information and keeps all relevant parties updated. Able to effectively tailor communication style to different audiences.

Honesty & Integrity	Adheres to the highest ethical and professional standards of conduct. Exemplifies commitment to the [SCU core values]().
Job Knowledge	Demonstrates the professional, administrative, supervisory, and/or technical knowledge required to perform the job successfully. Continuously strives to further improve job knowledge. Serves as a reliable resource for other employees regarding areas of expertise. Utilizes job knowledge, skills, and judgement to effectively problem solve, think critically and troubleshoot.
Producing Results	Assignments/projects are consistently completed in a timely manner with the desired level of quality and quantity. Follows up on the outcome of work efforts to ensure desired results.
Service Excellence	Makes excellent customer service a top priority and constantly seeks to improve customer service. Is responsive to changes and anticipates what customers want and need. Delivers on promises made to customers and follows up appropriately.
Additional Supervisor Competencies:	
Leadership	Ability to work with a group to set its objectives and agenda, generate allegiance to those objectives, and guide and motivate their achievement. Articulates the end results needed and allows people to exercise initiative and discretion without micromanaging. Enforces standards/rules fairly and consistently and leads with courage.
Staff Development	Addresses learning, training, and career development needs of individuals, teams, or organization. Works with employees to establish job and career development goals. Provides accurate, timely, and on-going feedback, including introductory period and annual reviews.

Accomplishments & Challenges

Take a moment to reflect on your accomplishments and challenges during this review period. In this section, please share: Key achievements, Personal or professional milestones, and Any challenges or areas of struggle you faced, along with any support or resources that could help you overcome them.

This is an opportunity to highlight your successes and discuss ways we can support your growth.

Goals for Next Review Period

Set at least three SMART Goals for the next review period. There must be a minimum of 3 goals, or you will receive an error.

Click the **Add** button to create a new goal or add an existing goal.

All goals must have a **Goal, Category, Due Date and Status** (e.g., Not Started).

Recommended Goal: Participate in at least one campus-sponsored event or activity that promotes diversity, equity, inclusion, and belonging.

Supporting Documents

Upload any supporting documents for the review period. These may include any additional feedback received, memos, and other items. Must be one document

Overall Supervisor Rating and Commentary

Supervisor provides an overall rating any additional information not covered elsewhere.

Please email employeedevelopment@scu.edu with any questions or issues with Workday Performance.