

Santa Clara University
Workday Performance Evaluation Template
April 1, 2020 – March 31, 2021

Results Achieved

These are the results of your goals for this review period. If anything has changed due to the pandemic, use this as an opportunity to edit the goal or update the status of the goal (e.g. No Longer Applicable) and provide comment. You may also add any new goals or edit. All goals must have a category, due date, status and completion date (if applicable)

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

Please rate the competencies using the rating scale below. You will have an opportunity to comment on each competency to provide justification on the rating.

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
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.
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

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	customers want and need. Delivers on promises made to customers and follows up appropriately.
Honesty & Integrity	Adheres to the highest ethical and professional standards of conduct. Exemplifies commitment to the SCU core values.

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.
Cultivating Workforce Diversity	Ability to understand, appreciate, and use the unique contributions of all individuals of various race, ethnicity, gender, orientations, age, physical abilities, beliefs, point of view, ideologies, etc. Fosters, promotes, supports and drives diversity and inclusion efforts at SCU. Collaborates on and contributes to D&I efforts. Responds to inappropriate and non-inclusive behavior. Influences others to promote, embrace and progress D&I.
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.

Main Accomplishments

List main professional or personal accomplishments achieved by the employee related to the position during the current review period. May use this section to identify areas of struggle during the review period.

Goals for Next Review Period

There must be a minimum of 3 goals and include the type of goal (performance or development), due date, and status of the goal.

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 contact Shirley Mata, Human Resources at smmata@scu.edu or 408-554-6990 with any questions or issues with Workday Performance.