



## Pennsylvania State System of Higher Education Performance Development Report State University Administrators/Grant Funded Program Coordinators

The Performance Development Report (PDR) is to be used as the evaluation tool for all State University Administrators (SUA) and Grant Funded Program Coordinators (GFPC). The purpose of the PDR is to provide the immediate supervisor and employee with an opportunity to review the employee's job duties, responsibilities and performance on an annual basis. The PDR is designed to generate discussion and open communication between the immediate supervisor and employee, to promote the growth and development of employees in the SUA/GFPC classifications and to foster support for the department/university mission.

At the beginning of the annual evaluation period, the immediate supervisor and employee should use the job description as a guideline to identify those general performance factors that will be included in the PDR, deleting or adding performance factors that are applicable to the employee's position. When evaluating critical performance categories, the ratings are defined as follows:

<b>OUTSTANDING:</b>	Employee achieves results on a constant basis and significantly surpasses job standards.
<b>EXCEEDS STANDARDS:</b>	Employee frequently exceeds job standards.
<b>MEETS STANDARDS:</b>	Employee meets the standards of the job in a fully adequate manner
<b>NEEDS IMPROVEMENT:</b>	Employee occasionally falls below acceptable standards
<b>UNSATISFACTORY:</b>	Employee's work reflects excessive performance discrepancies that must be corrected.

The PDR should be completed on an annual basis, or more frequently if needed, for all permanent employees in the SUA/GFPC classifications. Prior to completing the annual PDR, the immediate supervisor should solicit input from the employee in an effort to arrive at a mutual understanding regarding the finished product. For probationary employees who work a 12-month schedule, the PDR should be completed in the 12<sup>th</sup> month of employment with the 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> month reviews completed separately on the probationary evaluation forms. For probationary employees who work a 9-month schedule, the PDR should be completed in the 9<sup>th</sup> month of employment with the 3<sup>rd</sup> and 6<sup>th</sup> month reviews completed on the probationary evaluation form.

Annually, the Human Resource Office will forward the PDR form along with the most current job description on file to the employee's immediate supervisor. The job description is to be reviewed and updated at that time, if necessary. The annual evaluation will typically be done on an employee's anniversary date unless, for operational reasons, the department in conjunction with the Human Resources Office determines it should be done at a different time. During the evaluation meeting, the immediate supervisor and employee will discuss job performance and review job duties and responsibilities and develop a plan for the employee's professional development. The completed PDR should be signed by the immediate supervisor and employee. The original PDR is then to be forwarded to Human Resources to be placed in the employee's personnel file. A copy should also be forwarded to the reviewing officer, for review and signature, as appropriate.



## PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION PERFORMANCE DEVELOPMENT REPORT FOR SUA EMPLOYEES

EMPLOYEE NAME	TYPE REPORT <input type="checkbox"/> INTERIM <input type="checkbox"/> ANNUAL <input type="checkbox"/> PROBATIONARY END		
EMPLOYEE PERSONNEL NUMBER	CAMPUS		
CLASS TITLE	WORK TITLE		
DEPARTMENT	EVALUATION PERIOD	FROM	TO

### CRITICAL PERFORMANCE CATEGORIES

This report includes four critical performance categories which are to be considered during performance review discussions (Organizational Success, Making People Matter, Job Effectiveness, and Supervisory Ability). Each category lists specific performance factors which may be considered. You may choose to mutually eliminate any of the performance factors listed under a particular category, or add others, depending on their applicability to your area's strategic plan or the employee's development plan. Each category that is rated outstanding needs improvement or unsatisfactory must be documented in the comments section of the performance development report.

#### Organizational Success

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>❖ teamwork/cooperation (within and across units)</li> <li>❖ customer orientation</li> <li>❖ commitment to continuous improvement</li> <li>❖ creativity/innovation</li> <li>❖ flexibility/adaptability to change</li> <li>❖ continuous learning/development</li> <li>❖ leadership/initiative</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Outstanding</li> <li><input type="checkbox"/> Exceeds Standards</li> <li><input type="checkbox"/> Meets Standards</li> <li><input type="checkbox"/> Needs Improvement</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul> |
|---|---|

Comments:

EMPLOYEE NAME:	EMPLOYEE NUMBER:
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Making People Matter

- ❖ respect for others
- ❖ interpersonal skills
- ❖ supports diversity and understands related issues
- ❖ honesty/fairness
- ❖ builds trust
- ❖ recognizes others' achievements
- ❖ understands others' perspectives
- ❖ resolves conflicts constructively
- ❖ positive attitude

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

Job Effectiveness:

- ❖ planning/organization
- ❖ problem solving/judgment
- ❖ makes effective decisions
- ❖ takes responsibility
- ❖ achieves results
- ❖ communicates effectively
- ❖ dependability
- ❖ job/organizational knowledge
- ❖ productivity

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

EMPLOYEE NAME:	EMPLOYEE NUMBER:
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Supervisory Ability: (OPTIONAL)

- ❖ coaches/counsels/evaluates staff
- ❖ identifies areas for and supports employee development opportunities
- ❖ encourages teamwork and group achievement
- ❖ leads change/achieves support of objectives
- ❖ enables and empowers staff
- ❖ strives to achieve diverse staff at all levels
- ❖ understands diversity issues and creates supportive environment for diverse employees

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Comments:

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Overall Rating and Comments: (Continue on additional paper)

- Outstanding
- Exceeds Standards
- Meets Standards
- Needs Improvement
- Unsatisfactory

Overall Rating and Comments: (Continued)

Areas of Strong Competence:

Areas in Need of Improvement:

Other Comments:

Professional Development Plan: (identify opportunities for improvement/expectations for the next review period/recommendations for future development:

Supervisor Signature:	Date:
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I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my evaluator. My signature does not necessarily mean that I agree with the report.	
Employee Signature:	Date:

I would like to discuss this report with my reviewing officer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employee Signature:	Date:

As requested, reviewing officer discussed report with employee.	
Reviewing Officer Signature:	Date:

Return original to Office of Human Resources for placement in the employee's personnel file and a copy to the reviewing officer and the employee.