### Key Elements:

1. **Accomplishments** - the extent to which the employee meets expectations in performing the job functions of his/her position as defined in documentation such as the PDQ.
   - Consistently Exceeds Expectations (supporting statement/documentation required)
   - Fully Achieves and Occasionally Exceeds Expectations
   - Fully Achieves Expectations
   - Sometimes Achieves Expectations
   - Rarely Achieves Expectations (supporting documentation required)

2. **Service & Relationships** - the extent to which the employee's behaviors are directed toward fostering positive working relationships in a diverse workplace, respect for one's fellow workers, and cooperation with students, customers, and visitors.
   - Consistently Exceeds Expectations (supporting statement/documentation required)
   - Fully Achieves and Occasionally Exceeds Expectations
   - Fully Achieves Expectations
   - Sometimes Achieves Expectations
   - Rarely Achieves Expectations (supporting documentation required)

3. **Accountability & Dependability** - the extent to which the employee contributes to the effectiveness of the department and the overall mission of the University. (NOTE: Time off approved under FMLA may not be considered.)
   - Consistently Exceeds Expectations (supporting statement/documentation required)
   - Fully Achieves and Occasionally Exceeds Expectations
   - Fully Achieves Expectations
   - Sometimes Achieves Expectations
   - Rarely Achieves Expectations (supporting documentation required)

4. **Adaptability & Flexibility** - the extent to which the employee exhibits openness to new ideas, programs, systems, and/or structures.
   - Consistently Exceeds Expectations (supporting statement/documentation required)
   - Fully Achieves and Occasionally Exceeds Expectations
   - Fully Achieves Expectations
   - Sometimes Achieves Expectations
   - Rarely Achieves Expectations (supporting documentation required)

5. **Decision Making & Problem Solving** - the extent to which the employee makes sound and logical job-related decisions that are in the best interest of the University. (As applicable, this element includes developing and managing human and fiscal resources within the framework of University policy.)
   - Consistently Exceeds Expectations (supporting statement/documentation required)
   - Fully Achieves and Occasionally Exceeds Expectations
   - Fully Achieves Expectations
   - Sometimes Achieves Expectations
   - Rarely Achieves Expectations (supporting documentation required)
Employee Name: _______________________________ IRIS Personnel No: _______________________________

Please evaluate the employee’s overall work performance:

_______ Acceptable performance  _______ Unacceptable performance

I have discussed this review with the employee. He/She will be:

_______ Retained  _______ Terminated

Effective Date: ________________________________

Employer Signature: ____________________________  Date: _______________________

Employee Signature: ____________________________  Date: _______________________

Please return to HR Employee Relations, 230 Conference Center Building.