

ESU Staff Annual Performance Review
Staff and School Services

Staff Member:

Position:

Evaluator:

Review Period:

Staff Goal Setting Contents:

- A. [Professional Goal](#)
- B. [Performance Indicators and Ratings](#)
- C. [Signatures](#)

Staff Goal Setting

All staff members are to identify at least one professional goal that is to be accomplished during the current school year. Please submit your goal(s) to your evaluator by September 15. Your evaluator will meet with you to discuss your goal(s).

A. Professional Goal

Goal 1 Statement: *What is the goal that you will achieve this year?*

SMART Criteria:

Specific: *What specific knowledge, skill or data indicator do you wish to improve?*

Measurable: *What criteria will you use to determine that your goal has been successfully completed?*

Attainable: *What is your plan to accomplish this goal? Include specific resources and/or support needed.*

Relevant: *How does this goal connect to your job assignment and/or to the mission and vision of ESU #17?*

Timeline: *When will your goal be completed?*

Evaluator:

First Observation Conference Progress:

Second Observation Conference Progress:

ESU Staff Annual Performance Review
Staff and School Services

Third Observation Conference Progress:

Final Comments:

B. Performance Indicators and Ratings

Performance Indicators	Performance Ratings
1. Integrity	E – Exemplary. Exceeds position requirements on a regular basis.
2. Impact	Performance is of high quality and is achieved on a consistent basis.
3. Interaction	P – Proficient. Meets position requirements without constant
4. Initiative	follow-up/direction. Performance is of acceptable quality and is
5. Evaluative (if applicable)	achieved on a consistent basis.
	I – Improvement Needed. Does not meet position requirements.
	Performance is inconsistent and often below acceptable levels. Requires
	constant follow-up and/or supervision.

Performance Indicators:

1. INTEGRITY — (procedural, punctual, accurate, accountable, professional) The extent to which the staff member's performance follows agency policies, procedures and established work guidelines; completes and submits required paperwork; punctual and accountable; reflects professionalism in conduct, communication, and appearance.

Performance Rating:

Comments:

2. IMPACT — (productive, independent, organized, dependable) The extent to which the staff member contributes to the overall effectiveness of the agency; works independently and prioritizes work effectively; leverages knowledge, skills and resources available to perform job-related tasks; is recognized as an authority for job-related responsibilities; promotes stakeholder confidence in the reputation of the ESU.

Performance Rating:

Comments:

3. INTERACTION — (collaborative, collegial, articulate, responsive, approachable) The extent to which the staff member collaborates with coworkers, supervisors, subordinates and school district stakeholders; encourages and inspires others; participates as a team member; strives to support others; demonstrates professional verbal and written skills; initiates/responds to communication; displays a friendly and welcoming disposition; listens to understand before recommending solutions.

Performance Rating:

Comments:

ESU Staff Annual Performance Review

Staff and School Services

4. INITIATIVE — (creative, problem-solving, intuitive, driven, confident) The extent to which the staff member seeks out new assignments, proposes improved work methods, and finds new and better ways of doing things; initiates and completes appropriate professional goals; demonstrates creativity in addressing job responsibilities; accepts and responds to change; actively seeks out opportunities to improve knowledge and skills required for position; displays positive leadership and a growth mindset.

Performance Rating:

Comments:

5. EVALUATIVE (if applicable) — The extent to which the staff member demonstrates proper judgment and decision-making skills while mentoring, coaching, and evaluating others.

Performance Rating:

Comments:

SUMMARY

6. List aspects that contribute to the staff member's overall effectiveness.

7. List aspects that could be considered for improved effectiveness.

C. Signatures

This annual performance review will become part of your ESU personnel file. Please sign below to acknowledge that you have received this document. The employee's signature indicates that they have reviewed and discussed this assessment with their evaluator and have been provided a copy.

Staff Member's Signature:	Date:
Evaluator's Signature:	Date:
Administrator's Signature:	Date:

I have elected to respond to my annual performance review in the space below:

Staff Member's Signature:	Date:
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Staff Member's Comments: