

Year: 2025  
Review Period:  
July 1, 2024 to April 30, 2025\*



**Staff Performance Planning and Evaluation**

\*For this year only. Future review years will be May 1 through April 30

<b>Staff Member:</b>		<b>Supervisor:</b>	
<b>Employee ID:</b>		<b>Date:</b>	
<b>Job Title:</b>		<b>Review Type:</b>	<input type="checkbox"/> Annual <input type="checkbox"/> Mid-Year <input type="checkbox"/> Probationary
<b>Flexible Schedules/Remote/Hybrid Work</b> Do you currently work a flexible schedule that may include remote or hybrid work?			
If yes, please describe the work schedule (for example, <i>I currently work remotely 2 days per work and work on campus 3 days per week</i> ).			

**Job Definition (List Key Job Specific Expectations Based on the Job Description)**

1. Paste below (or attach as a separate document) a current position description; if applicable, make note of any significant changes since last year's performance review.

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2. Progress toward achieving goals identified in previous year's learning and self-development plan assessment. List supporting comments, comment on the employee's progress toward goals and areas requiring further development below.

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UM-Dearborn Performance Competencies						
Scale:	Not Met	Approaching	Solid Performance	Exemplary	Self Evaluation	Supervisor's Evaluation
1.	<b>Communication:</b> Communicates effectively in ways that enhance productivity and build respectful relationships. Demonstrates active listening, written, verbal, and information technology skills. Expresses gratitude and appreciation. Shares relevant information.					
2.	<b>Conflict Resolution:</b> Seeks constructive approaches to resolving workplace issues by finding common ground and effective resolutions. Influences a positive work environment and working relationships through collaboration, cooperation, and fairness.					
3.	<b>Integrity:</b> Adheres to high standards of personal and professional conduct. Presents situations in an appropriate and helpful manner. Maintains confidences, admits mistakes, and does not misrepresent themselves for personal gain.					
4.	<b>Adapting to Change:</b> Responds positively and effectively to change and shows willingness to learn new ways to accomplish work. Reflects on own identity/performance and identifies ways to further personal and professional growth. Able to shift gears comfortably.					
5.	<b>Respect for Individuals</b> Demonstrates strong commitment to creating a warm, welcoming, work environment in which people feel that they belong. Acknowledges and embraces holistic thinking, opinion and approach to work. Fosters mutual respect, promotes community building and other initiatives that help employees learn and embrace each other's differences.					
6.	<b>Quality:</b> Promotes and adopts practices for continuous quality improvement leading to the most efficient and effective work processes. Enhances customer satisfaction and ensures excellence in daily work.					
7.	<b>Efficiency:</b> Accomplishes work in ways that maximize productivity and available resources while minimizing waste.					
8.	<b>Customer Focused:</b> Relates work and job purpose to UM-Dearborn mission and commitment to putting faculty, staff, and students first. Strives for excellence in service to all customers. Establishes and maintains effective relationships with customers and gains their trust and respect.					

Job Knowledge/Job Specific Performance Competencies						
Scale:	Not Met	Approaching	Solid Performance	Exemplary	Self Evaluation	Supervisor's Evaluation
1.	Skill and proficiency in carrying out assignments and perform job responsibilities.					
2.	Skill at planning, organizing, and prioritizing workload.					
3.	Ability to hold self accountable for assigned responsibilities (for self and direct reports if applicable).					
4.	Ability to work independently.					
5.	Ability to work cooperatively with supervision and as part of a team.					
6.	Willingness to take on additional responsibilities.					
7.	Adeptness at analyzing facts and problem solving.					
8.	Adeptness at decision-making and demonstrating good judgment.					

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**Overall Performance Rating**

☐ Not Met      ☐ Approaching      ☐ Solid Performance      ☐ Exemplary

If "N" or "A" are used in the overall rating, check problem area(s) listed below. Identify an action plan for UM-Dearborn performance expectations, job specific or self-development areas.

A "+" or "-" may be used to document performance ratings that fall between overall performance ratings.

If the overall performance rating is "exemplary," the next-level supervisor and the highest-level leader in the college or organizational unit (e.g., Dean or Senior Officer) must endorse the performance rating and initial the evaluation form.

☐ Job Specific      ☐ Customer Service      ☐ Communication      ☐ Effective team / group work      ☐ Other:

**Supervisor's Overall Evaluation Summary Statement:**

**Employee's Overall Evaluation Summary Statement:**

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**Annual Goals**

**Goal 1:**

**Goal 2:**

**Goal 3:**

**Staff Performance Planning and Evaluation Final Signature**

Date	Employee Signature	Supervisor Name	Supervisor Signature	Department

**Annual Conflicts of Interest/Conflicts of Commitment Attestation**

I certify that I understand and adhere to SPG 201.65-1, the University of Michigan's Conflicts of Interest and Conflicts of Commitment policy. I understand that, as a staff member, I must promptly disclose, in writing, all actual or potential conflicts of interest or conflicts of commitment to my supervisor as actual or potential conflicts arise or are identified.

☐ Yes ☐ No

Date	Employee Signature	Supervisor Name	Supervisor Signature	Department

**Information Technology Services Security Attestation**

I have completed the training module [DCE101 - UM Data Protection and Responsible Use](#).

☐ Yes ☐ No

Date	Employee Signature	Supervisor Name	Supervisor Signature	Department