

Performance Log

What is the Performance Log for?

Effective performance management requires consistent feedback, discussion, and development throughout the year. Proper documentation of the significant moments of that feedback, discussion, and development is critical to maintain a holistic view of the employee performance throughout an entire evaluation period. This performance log should serve as the employee's tool to document what they consider to be significant achievements throughout the year. It also serves as a tool for the supervisor to document the following throughout the year:

- Positive behaviors and/or actions exhibited by the employee
- Situations where reinforcing desired behaviors and/or actions was necessary
- Demonstrated exceptional job knowledge, skills, and/or abilities by the employee
- Situations where a lack of job knowledge, skills, and/or abilities was exhibited by the employee

College of Education Essential Job Competencies & Performance Expectations

Performance management begins with a thorough overview of an employee's job description and the associated expectations to perform the duties of the position. The College of Education has identified a core set of job competencies, which highlight performance expectations in their descriptions. These competencies are aligned with the University's mission and core values and should be a guide in assessing employee behaviors/actions, job knowledge, skills, and/or abilities.

Leadership & Service

- Consistently exhibit a high standard of integrity and ethical behavior
- Hold yourself and others accountable; take ownership of your work
- Be receptive to feedback; embrace continuous learning and improvement
- Inspire others with positivity and work ethic
- Do what is needed without being asked; do what is right even when it is difficult

Work Quality & Efficiency

- Acquire, understand, and apply technical and professional knowledge, skills, & abilities to complete your work with innovation and excellence
- Make timely and high-quality decisions through preparation and analysis
- Manage your time effectively and consistently deliver on your commitments

Teamwork & Engagement

- Display respect and civility to everyone you interact with on a daily basis
- Encourage collaboration and work well with others to achieve common goals
- Be approachable; build strong working relationships and a positive work environment and culture

Communication & Outreach

- Communicate clearly and knowledgeably at all levels of the organization
- Share information with and seek input from supervisors, colleagues, and staff
- Balance listening and speaking; display thoughtfulness while positively influencing
- Seek out new ideas and partnerships within the College and University

Customer Focus & Service Excellence

- Go out of your way to be helpful & pleasant, making things easy on the customer
- Be adaptable and flexible to meet the needs and expectations of your customers
- Respond promptly to provide information, services, and/or products as needed
- Verify service has met the needs of the customer and ensure future satisfaction

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Employee Name	Job Title	Department
Union	Job Level	Supervisor

Date	Action	Competency
		☐ Leadership & Service ☐ Work Quality & Efficiency ☐ Teamwork & Engagement ☐ Communication & Outreach ☐ Customer Focus & Service Excellence
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