

**PEOPLE WORKING TOGETHER**  
**Staff Development/Performance Review**  
**Updated 2016**

Attached is the *Staff Development/Performance Review for The Rubenstein School of Environment and Natural Resources at The University of Vermont*. As outlined in the goal section, there should be ongoing communication between the supervisor and staff member throughout the year. Both have a responsibility to seek out these communications.

Supervisors and staff members are encouraged to use the following questions as a guide for planning discussions related to profession development and work/life balance. Please document your conversations briefly, using the discussion questions as a guide. Supervisors should seek input from other persons who work with staff members regularly, especially those who might provide functional supervision for part of the staff member's duties.

The completed Staff Development/Performance Review will become a part of an employee's personnel record.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Indicate timeframe being used for this review: \_\_\_\_\_

## **Staff Development/Performance Review**

### Goal Statement for Staff Review

The goal of the review process is to work together toward staff development. The Rubenstein School of Environment and Natural Resources encourages fostering on-going opportunities for communication between staff member and supervisor.

### ***Review/Assessment***

#### Meeting Preparation for Supervisor and Staff Member

Prior to formal meeting both staff member and supervisor will compile a list of short- and long-term goals, areas for development, and growth for use as a guide during the discussion. They will include:

- a) Goals for professional growth (Training and Development Courses): Suggested list of desirable characteristics for the position. What can the supervisor do to assist in this area?
- b) Goals for work/life balance: what can the supervisor do to assist in this area?
- c) Identify any problem areas (e.g., difficulty with assignment duties, other staff or faculty personnel) over the past year. Outline possible solutions for resolution to these issues. What can the supervisor do to assist in this area?

## Discussion Questions

- 1) *Review:* Discuss previous year's goals, growth, development or areas for improvement. Were goals achieved? If not, why?
- 2) *Assessment:* Opportunity for information exchange between the staff member and supervisor.

This will include a discussion of the following assessment criteria that the staff member will be judged by.

- ◆ Timely and accurate completion of assigned tasks
  - ◆ Responsibility assumed for duties assigned
  - ◆ Completion of professional growth and development goals
  - ◆ Completion of work/life balance goals
  - ◆ Contributions to UVM
  - ◆ Other criteria relevant to the staff members particular position
- 3) *Development:* Work Planning for the next year and for the long term (next 3-5 years):  
  
Staff Development Areas
    - ◆ Technology--acquisition of hardware, software
    - ◆ Career Development
    - ◆ New Knowledge Acquisition
    - ◆ Supervisory Skills
  - 4) *Acknowledgement:* Supervisor and staff met to discuss and document goals, objectives, work plan, issues of concern, possible strategies for resolution, development strategies and indicators of success. Expectations have been set to address the above. Staff member acknowledges receipt. These will be put in the staff member's file.

## Review form

Written summary of discussion:

Staff member response to review:

Overall supervisor evaluation - please check the appropriate box.

<input type="checkbox"/>	Rarely meets performance expectations
<input type="checkbox"/>	Usually meets performance expectations
<input type="checkbox"/>	Consistently meets performance expectations
<input type="checkbox"/>	Frequently exceeds performance expectations

Supervisor Signature \_\_\_\_\_

Staff Member Signature \_\_\_\_\_