

**John Glenn College of Public Affairs**  
**FINAL Performance Evaluation**  
**June 1, 2015 – May 31, 2016**

Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

**Section I: JGC Values**

*Please identify whether or not the employee being reviewed has consistently demonstrated the following values:*

Successful	Improvement Needed	Value	Definition
		LEADERSHIP	Acts as a representative of JGC to model professionalism and demonstrate JGC values to students, employees, university officials, and guests
		ACCOUNTABILITY	Takes ownership and responsibility for his/her work, team accomplishments, and areas of improvement
		INTEGRITY	Works honestly and with transparency to abide by university policy and procedures; acts as a good steward of College funds
		SUPPORT & COLLABORATION	Supports efforts of the College by participating in events and activities hosted by JGC; respects and encourages all members of JGC in their successes and work to overcome obstacles together

*If improvement is needed in any of the above values, please attach a separate document that describes the actions that will be taken by both the employee and the supervisor to address these needs.*

**Section II: Workplan Goals, Duties of the Position, & Professional Development**

*Note the employee's performance for each area below from June 1, 2015-May 31, 2016. Please attach documentation to support these ratings such as year-end metrics or final performance measures regarding the employee's workplan, position description and professional development goals.*

Successful	Exceptional	Needs Improvement/Developing	Unacceptable	Area of Review
				Work Plan Goals & Professional Development
				Duties of the Position

*If "Needs Improvement/Developing or Unacceptable" in any of the above areas, please attach a separate document that describes the actions that will be taken by both the employee and the supervisor to address these needs.*

**Section III: Overall Performance**

*Based on the above items please rate the employee's overall performance this review period:*

Successful	Exceptional	Improvement Needed/Developing	Unacceptable

- For ratings of "Exceptional", supervisors must submit a statement of justification for this rating.
- For ratings of "Unacceptable" please contact the HR Manager to discuss and create a plan of action

**Section IV: Employee and Supervisor Signatures**

*The John Glenn College of Public Affairs is committed to making the performance review a beneficial and productive tool for feedback and career development. I have met with my supervisor/employee and participated fully in this process. I agree with this assessment (or have attached an explanation of why I do not agree with this assessment).*

Signed: \_\_\_\_\_ (Employee) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Supervisor) Date: \_\_\_\_\_