### Boise State University
**Supervisor/Manager Performance Evaluation Instructions and Expanded Definitions**

#### Instructions:
The Performance Evaluation should include, at minimum, the following items:

1. Completed Summary Document which must include an overall performance rating
2. Outline of major job functions and duties
3. Review and update of position JDQ or PDQ by the Department. If job description has changed please email the signed, updated document to: compensation@boisestate.edu or fax the document to HRS Compensation at 426-3100.
4. Supervisor’s evaluation of employee’s performance with respect to major job functions and duties, any previously established performance goals and standards.
5. Performance goals and measures for next evaluation period (include employee professional development goals).

#### Introduction:
The Classified and Professional Staff Performance Management system utilizes the University’s Statement of Shared Values as the foundation that characterizes the University community. It describes the overarching principles for evaluating the general manner in which work is expected to be performed within the University community.

While not all of the University Shared Value concepts may relate to each position, such as volunteering within the University community or participating fully in the academic community’s pursuit of knowledge, we remind supervisors that the Shared Values serve as a guide for managers and an opportunity to open discussions about the University’s commitment to personal and social development, educational excellence, and civic engagement.

The University Standards of Conduct clearly describe how Boise State employees are expected to conduct themselves ethically, with integrity and civility. The Standards of Conduct are set out as a separate area that is to be used as an over-arching guide to evaluating the employee’s performance.

#### Boise State University Statement of Shared Values:

- **Academic Excellence** – engage in our own learning and participate fully in the academic community’s pursuit of knowledge.
- **Caring** – show concern for the welfare of others.
- **Citizenship** – uphold civic virtues and duties that prescribe how we ought to behave in a self-governing community by obeying laws and policies, volunteering in the community, and staying informed on issues.
- **Fairness** – expect equality, impartiality, openness and due process by demonstrating a balanced standard of justice without reference to individual bias.
- **Respect** – treat people with dignity regardless of who they are and what they believe. A respectful person is attentive, listens well, treats others with consideration and doesn’t resort to intimidation, coercion or violence to persuade.
- **Responsibility** – take charge of our choices and actions by showing accountability and not shifting blame or taking improper credit. We will pursue excellence with diligence, perseverance, and continued improvement.
- **Trustworthiness** – demonstrate honesty in our communication and conduct while managing ourselves with integrity and reliability.

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Rating Guide (Expanded Definitions):

(3) **Exemplary Performance** – This employee performs at a level that results in significant accomplishments that may not have been otherwise achieved; has a strong sense of mission and seeks out responsibility; shows a comprehensive understanding of the organization’s goals and is exemplary in meeting them. This employee is a master of the skills and abilities required for the job; is highly knowledgeable; is sought by others for leadership, counsel, information, and/or direction. This employee may mentor or teach others; creates and maintains a motivating environment conducive to retention; is a role model for behaviors necessary for success.

This employee continually demonstrated excellent ethical and innovative leadership skills; develops and models effective working relationships and partnerships with other managers, teams, units, agencies, and/or external customers; has a significant positive impact on the achievement of organizational goals. This employee is proactive and demonstrates foresight in correcting situations that may cause future problems; demonstrates innovation in meeting organization challenges. This employee demonstrates exceptional and ethical behaviors that foster positive communication and relationships at multiple levels, demonstrates keel skills in collaborative management style; inspires, challenges, and provides development opportunities for staff.

(2) **Exceeds Expectations Performance (Solid Sustained)** – This employee is very accomplished in all work areas and demonstrates consistently proficient and solid performance in managing work expectations; exhibits sustained support of organizational goals. This employee is effective, consistent, and competent in working and communicating with staff; trains and guides staff and holds them accountable to meet job expectations and objectives; demonstrated ethical behaviors that result in positive working relationships. This employee consistently demonstrates significant knowledge, skills, and abilities required to accomplish responsibilities. This employee models a high work ethic.

This employee skillfully handles a variety of interpersonal situations. This employee typically performs above expectations in meeting deadlines, using critical thinking skills, and creativity to accomplish tasks, projects, and objectives. This employee often seeks out additional responsibility. This employee does not need direct supervision.

(1) **Achieves Performance Standards** – This employee meets job expectations. This employee may sometimes require more supervision, and work may require more revision or adjustment to meet expectations. Assignments are completed but occasionally require assistance from supervisor or peers. OR

This employee is developing new skills and gaining new knowledge, leading toward performing all expectations and objective of the job. This employee may be new to the position or job duties and may not have completed a full work cycle; this employee is still learning the job. This employee may need time to develop skills to be more proficient in the current position. This employee is cooperative and treats customers, co-workers, and supervisors with respect and courtesy.

(0) **Does Not Achieve Performance Standards** – This employee’s performance or behavior needs improvement and/or is inconsistent or unacceptable. This employee may fail to meet one or more core performance standards and/or key job expectations and has had an identified action plan to ensure progress toward achieving all performance standards. Work previously identified as less than acceptable has not reached the expected level of performance.