



## 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.

*Forni, P.M. (2002). Choosing civility: The twenty-five rules of considerate conduct. New York: St. Martin's Griffin. Josephson, M. (2002). Making ethical decisions. Los Angeles: Josephson Institute of Ethics.*

**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. This employee seeks out responsibility; shows a comprehensive understanding of the job objectives and is exemplary in meeting them. This employee is a master of the skills and abilities required for the job; is highly knowledgeable; may be sought out by others for job leadership, counsel, information, and/or direction. This employee may mentor or teach others; is a team player; creates and maintains positive working relationships; and is a role model and champion for Boise State’s Standard of Conduct, and other behaviors necessary for success.

This employee completed complex or difficult assignments intelligently and effectively. This employee is innovative and produces an exceptional quantity of work, often ahead of schedule and with little supervision. The employee utilizes collaborative communication, actions, behaviors and work skills and develops effective working relationships with others; improves cooperation among participants in the workplace and prevents misunderstandings. This employee is proactive and demonstrates foresight in correcting situations that may cause future problems. This employee demonstrates innovation in meeting work demands and may demonstrate leadership skills.

**(2) Exceeds Expectations Performance (Solid Sustained)** – This employee is very accomplished and performs above expectations in all work areas and demonstrates consistently proficient and solid performance in meeting deadlines, modeling the Standard of Conduct, and using critical thinking skills, and creativity to accomplish tasks, projects, and objectives.

**(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 supports and complies with the University’s Standard of Conduct, and 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.