**Section I: Job Profile Summary**

*Describe the primary goals, functional oversight and contribution of this role to unit/division and University mission; ensure alignment with employee job profile.*

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| **Role Objective** |
| Click here to enter text. |

**Section 2: Goal Setting & Results Achievement**

*Identify three to five annual goals and provide a brief description of both the initiative and the expected results. Evaluate performance at mid-year and year-end timeframes, integrating both employee self-assessment and manager evaluation*

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| **Annual Goal** | **Description & Expected Results** | **Mid-Year Calibration** | **Year-End Review** |
| Click here to enter text. | Click here to enter text. | **Employee Self-Assessment**  Click here to enter text.    BE NI ME AE EE  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE | **Employee Self-Assessment**  Click here to enter text.  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE |
| **Annual Goal** | **Description & Expected Results** | **Mid-Year Calibration** | **Year End Review** |
| Click here to enter text. | Click here to enter text. | **Employee Self-Assessment**  Click here to enter text.  BE NI ME AE EE  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE | **Employee Self-Assessment**  Click here to enter text.  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE |
| Click here to enter text. | Click here to enter text. | **Employee Self-Assessment**  Click here to enter text.  BE NI ME AE EE  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE | **Employee Self-Assessment**  Click here to enter text.  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE |

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| **Annual Goal** | **Description & Expected Results** | **Mid-Year Calibration** | **Year End Review** |
| Click here to enter text. | Click here to enter text. | **Employee Self-Assessment**  Click here to enter text.  BE NI ME AE EE  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE | **Employee Self-Assessment**  Click here to enter text.  **Manager Evaluation**  Click here to enter text.  BE NI ME AE EE |
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**Section 3: Competencies**

*Identify four to five competencies from the University of Chicago Competency Model; evaluate demonstration of competencies, according to role, during both the mid-year and year-end performance evaluation process.*

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| **Competency** | **Relation to Role** | **Mid-Year Calibration** | **Year-End Review** |
| Click here to enter text. | Click here to enter text. | BE NI ME AE EE | BE NI ME AE EE |
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**Section 4: Overall Performance Evaluation**

*Employee can provide supplementary comments (optional).*

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| **Mid-Year Calibration** | **Year-End Review** |
| Click here to enter text. | Click here to enter text. |

*Provide an annual performance rating balancing both the achievement of results and demonstration of competencies.*

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| **Achievement of Results** | **Demonstration of Competencies** | **Annual Performance Rating** |
| Click here to enter text.  BE  NI ME AE EE | Click here to enter text.  BE  NI ME AE EE | Click here to enter text.  BE  NI ME AE EE |

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| **Performance Evaluation – (Mid-Year)** | |
| **Signatures** | |
| **Employee Signature:**  *(Signature indicates Performance Evaluation calibration occurred.)* | **Date:** |
| **Manager Signature:** | **Date:** |
| **Performance Evaluation – Overall (Year-End)** | |
| **Employee Signature:**  *((Signature indicates Performance Evaluation calibration occurred.)* | **Date:** |
| **Manager Signature:** | **Date:** |

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| **Performance Rating** | **Performance Rating Definitions** |
| Exceeds Expectations (EE) | Consistently exceeds goals and expectations. Demonstrates superior performance and routinely performs at a level above current responsibilities. Results have a substantial impact beyond individual role and team, impacting the department, unit and/or University. Performance at this level occurs throughout the year. Consistently demonstrates behaviors beyond competency expectations. |
| Above Expectations (AE) | Consistently meets and frequently exceeds goals and expectations. Delivers results that are beyond the scope of the current role and responsibilities. Produces results that involve extra, unique or innovative contributions and solutions. Frequently demonstrates behaviors within and above competency expectations. |
| Meets Expectations (ME) | Consistently meets goals and expectations and may exceed one or more expectations. Meets the expectations for the role and for the team. Delivers important and valuable results throughout the year. Models behaviors within competency expectations. |
| Needs Improvement (NI) | Meets expectations for some objective but has not met all performance objectives and behavioral expectations. Acceptable performance in some areas but needs improvement in other areas. Performs basic position duties and responsibilities, needs continued development in order to fully perform to expectations. A performance plan is recommended. |
| Below Expectations (BE) | Does not meet most goals or expectations. Did not achieve expected overall results during the past year. Performance frequently fails to meet minimum requirements and expectations. Significant improvement required. Immediate action is required to improve performance and/or behavior. |