Arizona State University

Performance period: _____

Employee: _____	**Position title:** _____
Supervisor: _____	**Department:** _____
Type of review: Annual	**Affiliate ID:** _____

Important: Review the **University core expectations** (p. 2) as you fill out this form.	

D e p a r t m e n t	**Results** (What was accomplished) Summarize your performance for the review period. Use examples or bullet points.
	Job duties
	Special projects
	Professional development
	Annual goals

Core expectations (How results were accomplished - behaviors)

	Core expectations for staff	
U n i v e r s i t y	**Service-oriented, positive attitude, helpful** • Provides exceptional service by distributing accurate, useful information that supports university objectives • Holds self and others to a high standard of quality and service (**Sun Devil Service**)	
	Trustworthy, adheres to ethics and compliance standards • Demonstrates integrity under all circumstances • Adheres to university standards of ethics and compliance • Performs all job duties and functions in compliance with all ASU policies and completes all required training (**Safety training**, **Safety expectations**, **Service training**)	
	Collaborative, team-oriented • Works effectively with others inside and outside the university to accomplish university goals	
	Productive, commitment to ASU	

• Improves university effectiveness by finding creative solutions that increase access to educational resources • Identifies and resolves problems and otherwise advances university mission	
Flexible, adaptable • Welcomes and adjusts quickly to change • Remains flexible and productive at all times	
Respectful communicator • Expresses ideas clearly and adjusts communications to the intended audience • Recognizes the need to communicate effectively with diverse faculty, staff and students throughout the university	
Resourceful, committed to sustainability • Actively seeks, acquires and promptly applies new knowledge and skills to support university goals • Is aware of and supports the university's sustainability programs (**Sustainability Expectations**)	

PLANNING (next 12 months)		
	Performance (core job duties, projects and defined goals)	**Development (plans, expectations and resources)**
F o c u s		