**ADMINISTRATIVE / ATHLETICS / RESEARCH FACULTY**

**PERFORMANCE EVALUATION SUMMARY**

**DI&A**

*The addition of DI&A in performance planning & assessments is optional. However, if you decide to include DI&A, please consider including DI&A for all employees in your unit.*

*Contact Dr. Amy Landis (amylandis@mines.edu) or Human Resources (hr@mines@mines) for more information.*

**Enter appropriate information in the shaded fields. Use “Tab” key to move between fields.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee:** |       | **Job Title:** |       |
| **Supervisor:** |       | **Dept.:** |       |
| **Reviewer:** |       | **Review Date:** |       |

**Overall Performance Rating** **(Click in box and choose rating): Choose One**

**PERFORMANCE OBJECTIVES (Primary responsibilities and related performance should be SUMMARIZED.)**

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| **1. Objective:**     **Assessment:**      **Rating** *(Click “choose one” to select rating)***: Choose One** |
| **2. Objective:**      **Assessment:**      **Rating** *(Click “choose one” to select rating)***: Choose One** |
| **3. Objective:**      **Assessment:**      **Rating** *(Click “choose one” to select rating)***: Choose One** |
| **4. Objective:**      **Assessment:**      **Rating** *(Click “choose one” to select rating)***: Choose One** |

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| **Leadership:**      **Rating** *(Click “choose one” to select rating)***: Choose One** |
| **Management - Administration:**      **Rating** *(Click “choose one” to select rating)***: Choose One** |
| **Communications - Interpersonal Relations (Department staff, Teams, Campus Constituencies, Externals):**      **Rating** *(Click “choose one” to select rating)***: Choose One** |
| **Diversity, Inclusion & Access\* (activities that impact Mines employees, students, campus constituents):**      **Rating** *(Choose rating:* *[ ] Goal Completed,* *[ ] Goal Started,* *[ ] Goal Not Yet Started)* |

\* **individual performance objectives should be identified that align with the University and Division/Department’s DI&A goals. (visit www.mines.edu/diversity for examples and ideas of activities)**

*Diversity, Inclusion & Access: Actively engages in fostering a community of inclusive dialogue and action around human individual, group, and social differences. Demonstrated through appreciation and empowerment of voices/ideas different from their own. Promotes and sustains a sense of belonging, increased awareness, and a welcoming and supportive environment for all.*

**Overall Evaluation Summary:**

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**Development Opportunities:**

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The supervisor, employee and reviewer must sign the evaluation form in the space provided below after the completion of the performance evaluation meeting.  **The signature of the employee signifies that the meeting was held.** Send completed forms to HR@mines.edu

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**Supervisor Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**     **\_­­­­­­­­\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_**     **\_\_\_\_\_\_\_\_\_\_\_**

**Reviewer** (this is the supervisor’s supervisor)  **Date**