



## 2023-2024 Annual Operations Performance Evaluation Form

Employee Name:

Title:

Department:

Supervisor:

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*This evaluation covers the period of March 1st of the previous year to February 29th of the current year.*

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Loyola University Maryland's Performance Evaluation Form is designed to link employee performance to Loyola's mission and values as reflected in the Jesuit tradition and to provide guidance and consistency to the evaluation process. It assists the supervisor in making decisions about employee development, merit increases, promotions and continuing employment. It should be used to summarize and evaluate the employee's overall performance for the past year, to establish results to be achieved for specific tasks or projects for the next year, and to identify professional development goals to enable the employee to enhance performance in the current position or to prepare them for future growth.

### Procedures

1. The employee completes a self-evaluation (unless that requirement is waived by the supervisor).
2. The supervisor prepares a written evaluation for the employee.
3. The second level supervisor approves the evaluation.
4. Human Resources reviews evaluations and completes the calibration process.
5. The supervisor discusses the evaluation with the employee and adds final comments.
6. The employee adds comments and signs-off. The supervisor signs-off.

***Questions regarding Loyola's performance management process can be addressed to Human Resources at [performancereview@loyola.edu](mailto:performancereview@loyola.edu) or by calling 410-617-2354.***

### DEFINITION OF RATINGS

The performance levels described below are consistent with those used to determine merit increase ranges. Use these descriptions/levels when completing this section. Select the rating that best describes performance for each competency.

**EXCEPTIONAL (5):** Consistently exceeds all relevant performance standards. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work. Active in industry-related professional and/or community groups.

**EXCEEDS EXPECTATIONS (4):** Consistently meets and often exceeds all relevant performance standards. Shows initiative and versatility, works collaboratively, has strong technical & interpersonal skills or has achieved significant improvement in these areas.

**MEETS EXPECTATIONS (3):** Meets all relevant performance standards. Occasionally exceeds desired results or objectives in one or more areas.

**BELOW EXPECTATIONS (2):** Sometimes meets the performance standards. Seldom exceeds and often falls short of desired results. Performance has declined significantly, or employee has not sustained adequate improvement, as required since the last performance review or performance improvement plan.

**NEEDS IMPROVEMENT (1):** Consistently falls short of performance standards.

## Loyola Mission, Vision, and Values

**Our Mission:**

Loyola University is a Jesuit Catholic university committed to the educational and spiritual traditions of the Society of Jesus and to the ideal of liberal education and development of the whole person. Accordingly, the University will inspire students to learn, lead and serve in a diverse and changing world.

**Our Vision:**

Loyola University Maryland, anchored in Baltimore, will be a leading national liberal arts University in the Jesuit, Catholic Tradition.

**Academic excellence** – promotes a love for learning, discovery, and integration across a wide range of disciplines and interests.

**Focus on the whole person** – honors, cares for, and educates the whole person by encouraging constituents to strive after intellectual, physical, psychological, social and spiritual health and well-being.

**Integrity and Honesty** – integrity and honesty that is manifested in an atmosphere of open, civil discourse and careful, respectful listening where freedom of thought and expression are valued and protected.

**Diversity** – encourages openness to new discoveries, ideas, methods, and perspectives and actively encourage and celebrate diversity in all forms.

**Community** – strives to define goals and values clearly so as to ensure unity of purpose and to encourage shared ownership for the University’s mission and vision.

**Justice** – strives to foster global awareness, as well as a sense of solidarity with and care for all who struggle for justice. In particular, the University strives to foster awareness and understanding of first-world privilege, and of its attendant responsibilities for leadership and for advocacy of social and structural change.

**Service** – offers to all community members a rich variety of opportunities for solidarity and service both within and beyond the institution.

**Leadership** – identifies, develops, encourages, and rewards the exercise of gifts of leadership in all community members in all areas of their lives.

**Discernment** – encourages the practice of regular reflection and self-examination which foster awareness of the personal freedom (or lack thereof), a sense of personal responsibility for choices and actions, and a balance between enlightened self-interest and promotion of the common “greater” good.

**Constant Challenge to Improve** – strives for improvement on an ongoing basis by holding out an ideal of personal wholeness and integration as the ultimate horizon of growth, while simultaneously recognizing that development and growth require time and sustained effort. The University seeks to encourage its constituent members to think creatively and to challenge the status quo when appropriate. Loyola also seeks to foster habits of learning, inquiry, and personal and corporate self-examination that encourage ongoing growth and change in its members.

Please provide specific examples of how Loyola's Institutional values were exhibited in the work setting. Discuss strengths and opportunities for improvement. The employee should provide a self-assessment, indicating how they have given expression to Loyola's mission through their work. [Review the Loyola Mission](#)

**Self:** N/A

**Comments**



	<b>Self</b>						
<b>Productivity/Quality</b> Completes assigned tasks in a timely manner free from flaws or errors. Organizes assignments well. Makes effective use of time and resources. Has necessary tools and supplies on hand to complete duties. Completes assignments to departmental standards. Is proficient in performing a job from inception through completion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Self</b>						
<b>Initiative</b> Suggests ways to improve operations. Adapts to changes in procedures and processes. Willingly accepts new assignments. Reports problems and special conditions to supervisor. Properly cares for and maintains equipment and supplies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Self</b>						
<b>Dependability</b> Meets attendance and punctuality standards. Complies with all departmental/University policies. Works both independently and as a member of a team supporting other employees as needed. Arrives to work prepared. Avoids waste and misuse of supplies. Adapts well to changes in schedule and willingly responds to requests for overtime.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Self</b>						
<b>Safety</b> Complies with department/University safety policies/standards. Properly uses tools, chemicals, and equipment. Wears appropriate attire and safety gear for working conditions and complies with department/University safety policies/standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Self</b>						
<b>Communication and Teamwork</b> Cooperates with others to achieve common objectives. Interacts with others with tact and courtesy. Accepts constructive criticism and instruction in a cooperative manner. Assists employees with resolving routine problems. Is welcoming, courteous and helpful to those met in the course of completing work, including employees, students, and potential students. Maintains a professional demeanor in difficult situations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<b>Self</b>						
<b>Lead Position</b> Effectively oversees assigned work and progress of others. Effectively trains and delegates. Assists employees with solving routine problems. Maintains proper workflow. Distributes workload equitably. Effectively manages and rates the performance of others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



### Competencies Comments

Provide comments about strengths and/or areas for improvement. Provide specific examples for all competencies graded above or below a "Meets Expectations" score. Include other comments as appropriate.

### Competencies Comments

Self: N/A



### Professional/Service Development Plan

Supervisors and employees should use this section to plan for activities that:

- develop professional skills and competencies
- allow for participation in service and mission related programs
- address career development goals and aspirations

Please refer to the [Mission and Community Service Leave policy](#) for ideas on how to incorporate these activities into the annual planning.

### Professional/Service Development Plan



**Self:** N/A

Title:

 [Add Development Plan](#)



### Overall Score

Score:  / 5.0 (100%)

The level of overall performance.

### Comments

This section is for optional employee comments.

#### Supervisor Overall Comments:

**Self:** N/A



#### Employee Overall Comments:

