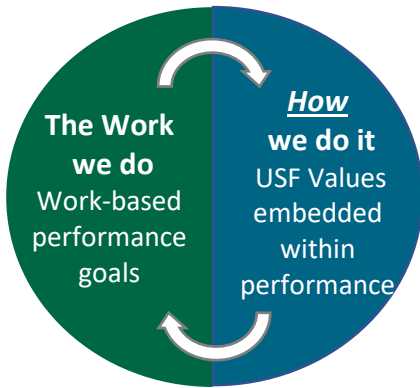


## Values-Driven Performance Review

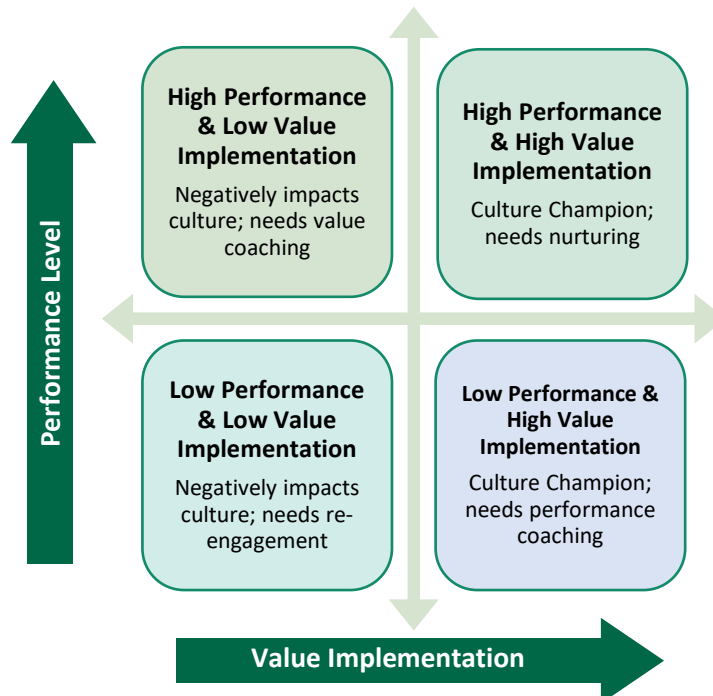


### Purpose

The values-driven performance review is an ongoing cycle of coaching conversations and support completed throughout the year to set goals, review current performance, and establish priorities for the upcoming year. This Values-Driven Performance Review cycle ensures that performance and goals are both in alignment with the University of South Florida Values as stated in the USF Strategic Plan. During the year, there is an opportunity to identify needs for coaching, training, or other professional development.

### Why are we Practicing Values-Driven Performance?

Performance and Value Implementation are both critical to achieving goals and enriching organizational culture. Together, these elements create a picture of your whole performance. The graphic below visualizes their importance.



## What Does Values-Driven Performance Look Like?

The following are the USF Values that should be embedded into the development of performance goals. Performance goals should reflect the work you envision doing as well as the values you seek to uphold throughout the year

	<i>Sample Actions</i>
<b>Integrity:</b> <i>Purveyors of respect, honesty, and consistency</i>	<ul style="list-style-type: none"> <li>• Act with professional responsibility</li> <li>• Practice transparency and accountability</li> <li>• Maintain accuracy and provide quality resources and services</li> </ul>
<b>Inclusion:</b> <i>Advocates for Community</i>	<ul style="list-style-type: none"> <li>• Act and speak with empathy</li> <li>• Value individuals and help people to reach their full potential</li> <li>• Assist in providing an environment that is welcoming</li> <li>• Participate in community engagement and public service initiatives</li> <li>• Engage in open communication and work in a cooperative and respectful manner</li> </ul>
<b>Inquiry:</b> <i>Agents of Discovery</i>	<ul style="list-style-type: none"> <li>• Promote learning and development; Embrace a growth-mindset</li> <li>• Embrace feedback while being receptive to new ideas and processes</li> <li>• Promote the success of students, faculty, staff, alumni</li> <li>• Seek to take multiple perspectives into consideration</li> <li>• Pursue knowledge and partner with others for better solutions</li> <li>• Exchange ideas while displaying open communication that is grounded in the principles of civil discourse and professional responsibility</li> </ul>
<b>Innovation:</b> <i>Creative Strategic Thinkers</i>	<ul style="list-style-type: none"> <li>• Explore new methods or technologies to create efficiencies and solve problems</li> <li>• Support a culture of learning, growth, entrepreneurial spirit, and partnerships</li> <li>• Seek the most efficient and effective solutions</li> <li>• Deliver results that save time and add value</li> <li>• Gather information and act collaboratively to reach solutions</li> <li>• Utilize inspirational communication to build trust and psychological safety</li> </ul>

<b>Employee Name:</b>		<b>Employee ID #:</b>	
<b>Position Title:</b>		<b>College/Div./Dept.:</b>	
<b>Evaluation Period:</b>	<b>From:</b>	<b>To:</b>	
<b>Type of Evaluation:</b>	<input checked="" type="checkbox"/> <b>Probationary</b>	<input checked="" type="checkbox"/> <b>Annual</b>	<input checked="" type="checkbox"/> <b>Special</b>

### Part I: Employee Self-Assessment

#### ➤ Last Year's Performance

Please reflect on the goals that were set for the prior year. How did you exhibit USF's values while progressing towards those goals?

## ➤ Upcoming Goals & Values

Performance goals should reflect the work you envision doing as well as the values you seek to uphold throughout the year. Together, these elements create a picture of your whole performance. Goals should be specific, measurable, attainable, relevant, and time-bound (SMART). Click here for more guidance on setting [SMART goals](#).

Develop a minimum of two and a maximum of five performance goals **that express what you hope to accomplish** and the **specific values you are seeking to demonstrate**.

### Goal 1:

### Goal 2:

### Goal 3:

### Goal 4:

### Goal 5:

## Part II: Supervisor Review & Response

### Goals Review

- Consider the employee’s goals for the prior year.
- Enter the goal and select a rating for each goal.
- Please be sure to elaborate on the reasons behind your rating in the text area below.

Value	5	4	3	2	1	N/A
<b>Goal 1:</b>	Strongly Exceeds Expectations While Exhibiting University Values	Exceeds Expectations While Exhibiting University Values	Meets Expectations While Exhibiting University Values	Meets Some Expectations or Does not Exhibit University Values	Either Does Not Meet Expectations and/or Does not Exhibit University Values	N/A
<b>Goal 2:</b>	Strongly Exceeds Expectations While Exhibiting University Values	Exceeds Expectations While Exhibiting University Values	Meets Expectations While Exhibiting University Values	Meets Some Expectations or Does not Exhibit University Values	Either Does Not Meet Expectations and/or Does not Exhibit University Values	N/A
<b>Goal 3:</b>	Strongly Exceeds Expectations While Exhibiting University Values	Exceeds Expectations While Exhibiting University Values	Meets Expectations While Exhibiting University Values	Meets Some Expectations or Does not Exhibit University Values	Either Does Not Meet Expectations and/or Does not Exhibit University Values	N/A

Value	5	4	3	2	1	N/A
<b>Goal 4:</b>	Strongly Exceeds Expectations While Exhibiting University Values	Exceeds Expectations While Exhibiting University Values	Meets Expectations While Exhibiting University Values	Meets Some Expectations or Does not Exhibit University Values	Either Does Not Meet Expectations and/or Does not Exhibit University Values	N/A
<b>Goal 5:</b>	Strongly Exceeds Expectations While Exhibiting University Values	Exceeds Expectations While Exhibiting University Values	Meets Expectations While Exhibiting University Values	Meets Some Expectations or Does not Exhibit University Values	Either Does Not Meet Expectations and/or Does not Exhibit University Values	N/A

### Overall Rating

Value	5	4	3	2	1
<b>Please select an overall performance rating.</b>	Strongly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Meets Some Expectations	Does Not Meet Expectations

Please respond to the final rating: (Supervisor)

### Part III: Signatures

Supervisor:

\_\_\_\_\_ Date: \_\_\_\_\_

Direct Report:

\_\_\_\_\_ Date: \_\_\_\_\_

## Part IV: Send Evaluations

- Performance Evaluations Forms should be sent to [AS-HR@usf.edu](mailto:AS-HR@usf.edu)
- If the result of the evaluation is less than a **Meets Expectations**, send Performance Evaluations to:
  - Tampa Campus: [employee-relations@usf.edu](mailto:employee-relations@usf.edu)
  - USF Health: [HR-healthevals@usf.edu](mailto:HR-healthevals@usf.edu)
  - St. Pete campus: [stp-hr@usf.edu](mailto:stp-hr@usf.edu)
  - Sarasota Campus: [sar-sarasotahr@usf.edu](mailto:sar-sarasotahr@usf.edu)