


<p align="center"><b>Dillard University's Strategic Vision</b></p> <p>The New Dillard University will be unified with the community through scholarship, teaching, civic engagement and service rooted in spiritual values. Graduates of the New Dillard will be global citizens excelling in a competitive world and committed to the improvement of the human condition.</p>		<p align="center"><b>Dillard University's Goals and Objectives</b></p> <ol style="list-style-type: none"> <li>1. Academic Program and Learning</li> <li>2. Research</li> <li>3. Civic Engagement</li> <li>4. Student Success</li> <li>5. Faculty/Staff Development and Welfare</li> <li>6. Information Technology</li> <li>7. Facilities Master Planning</li> <li>8. Fiscal Integrity and Stability</li> </ol>
<p><b>Staff Performance Planning and Evaluation</b></p>		

Performance Expectations For All Employees		
Scale: N=Not Met   A=Approaching   S=Solid Performance   E=Exemplary	Self Evaluation	Manager's Evaluation
1. <b>Customer Focus:</b> Relates work and job purpose to Dillard's mission and commitment to putting student success first		
2. <b>Teamwork:</b> Interacts effectively and builds respectful relationships within and between units and among individuals		
3. <b>Communication:</b> Communicates effectively in ways that enhance productivity and builds respectful relationships. Demonstrates active listening, written, verbal, and information technology skills. Shares relevant information.		
4. <b>Conflict Resolution:</b> Seeks constructive approaches to resolving workplace issues.		
5. <b>Integrity:</b> Adheres to high standards of personal and professional conduct		
6. <b>Adapting to Change:</b> Responds positively to change, showing willingness to learn new ways to accomplish work.		
7. <b>Respect for Individuals:</b> Fosters mutual respect and support for Dillard's commitment to community building and initiatives that help employees learn and respect each other's differences.		
8. <b>Safety:</b> Contributes to a safe and secure environment for faculty, students, visitors and staff by following established procedures, protocols and policies as appropriate by job function.		
9. <b>Quality:</b> Adopts practices to improve work processes, enhance customer satisfaction and ensure excellence in daily work.		
10. <b>Efficiency:</b> Accomplishes work in ways that maximize productivity and available resources while minimizing waste.		

<p><b>Summary of Performance Behaviors</b> (Includes supporting comments and areas requiring further development. Use corresponding number where applicable.)</p>

**PLEASE TYPE OR PRINT INFORMATION**

Staff Member Name	Department Name	Employee ID#	Job Title	Evaluation Period
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**DILLARD UNIVERSITY**  
**STAFF PERFORMANCE PLANNING AND EVALUATION**

**PERFORMANCE EXPECTATIONS AND JOB SPECIFICS**

**LIST KEY JOB SPECIFIC EXPECTATIONS BASED ON JOB DESCRIPTION**

<b>Scale:</b>	<b>N=Not Met</b>	<b>A=Approaching</b>	<b>S=Solid Performance</b>	<b>E=Exemplary</b>	<b>Self Evaluation</b>	<b>Manager's Evaluation</b>
<b>11. Attendance:</b>						
<b>12.</b>						
<b>13.</b>						
<b>14.</b>						
<b>15.</b>						

**Summary of Job Specific Behaviors** (Includes supporting comments and areas requiring further development). Use corresponding number where applicable.

**Previous year Learning and Self-Development Plan Assessment.** Identify specific courses and activities completed. List supporting comments and areas requiring further development below.

**Competency/Mandatory Requirement Summary:** Required documentation include: Fire, Safety, Confidentiality, Conflict of Interest,

<b>MANDATORY SESSION</b>	<b>DATE</b>	<b>GRADE/FORM SIGNED</b>
Fire		
Safety		
Confidentiality		
Conflict of Interest		
Licensure/Credentialing (provide number)		

**PLEASE TYPE OR PRINT INFORMATION**

<b>Staff Member Name</b>	<b>Department Name</b>	<b>Employee ID#</b>	<b>Job Title</b>	<b>Evaluation Period</b>
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**DILLARD UNIVERSITY**  
**STAFF PERFORMANCE PLANNING AND EVALUATION**

**Overall Evaluation Summary Statement**

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**Overall Performance Rating**

<b>N</b>	<b>A</b>	<b>S</b>	<b>E</b>
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Scale:    N=Not Met            A=Approaching            S=Solid Performance            E=Exemplary

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If "N" or "A" used in the overall rating, check problem area(s) listed below. Identify any action plans for Dillard performance expectations, job specific, or self-development areas not listed above.

<input type="radio"/> Job Specific	<input type="radio"/> Customer Service	<input type="radio"/> Communication	<input type="radio"/> Effective Team/Group Work	<input type="radio"/> Other:
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**Action Plan:**

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**Peer/Customer Feedback:** Use this space to capture feedback that is received throughout the year.

Sources of peer/customer feedback include:

- 360 Feedback results
- Customer feedback solicited via e-mail
- Written feedback
- Customer satisfaction survey

**Feedback Summary:**

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**DILLARD UNIVERSITY**  
**STAFF PERFORMANCE PLANNING AND EVALUATION**

**Annual Learning and Self Development Plan:** The Learning and Self-Development Plan is used to set personal and professional goals which contribute to the staff member's growth and development. After review of evaluation and peer/customer feedback, identify plan for development. (Examples of developmental opportunities include job shadowing, coaching, mentoring, and training). Enter all training courses.

1. Growth Area:

2. Growth Area:

3. Growth Area:

**Employee Comments: (Optional)**

Date	Employees Signature	Supervisor's Name	Supervisor Signature	Department

**PLEASE TYPE OR PRINT INFORMATION**

<b>Staff Member Name</b>	<b>Department Name</b>	<b>Employee ID#</b>	<b>Job Title</b>	<b>Evaluation Period</b>
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**DILLARD UNIVERSITY**  
**STAFF PERFORMANCE PLANNING AND EVALUATION**

**Professional Development Form**

<b>Employee's name</b>	<b>Current Classification</b>
<b>Evaluation Period</b>	<b>Supervisor/Department</b>

**Example: List the employee's most important personal and professional developmental goals for the quarter.**

<b>Specific Goal</b>	<b>How will we know it is being achieved?</b>	<b>Tools and Training Needed:</b>	<b>Completion Date</b>
1.			
2.			
3.			

**Use corresponding specific goal number**

<b>Discussion</b>	<b>Measurement</b>
1.	
2.	
3.	

**Employee Comments:**

**Employee Suggestions for Supervisor or Departmental Development:**

**Date for Next Development Meeting: (Schedule quarterly.)**

<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>