

## MSU Performance Appraisal

Name	MSU ID Number	Job Title	Department	Appraisal Date

## MSU Goal Setting Form

### Core Responsibilities/Objectives

In addition to performing the primary position responsibilities, areas of focus will be identified for each performance period. Use this section to describe the key responsibilities or objectives for the year using the SMART framework (Specific, Measurable, Achievable, Realistic, and Time-based).

My Core Responsibilities/Objectives	
Responsibilities/Objectives	How Success Will Be Measured
1. Responsibility/Objective:	
2. Responsibility/Objective:	
3. Responsibility/Objective:	
4. Responsibility/Objective:	
5. Responsibility/Objective:	
6. Responsibility/Objective:	

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## MSU Performance Competencies & Rating Factors

### Demonstrating Mississippi State's Competencies

Review the behaviors associated with Mississippi State's Competencies and acknowledge that you understand them.

Competencies
<b>Accountability:</b> Accepts responsibility for own actions and decisions and demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner.
<b>Adaptability:</b> Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
<b>Communication:</b> Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
<b>Customer Focus:</b> Anticipates, monitors and meets the needs of customers and responds to them in an appropriate manner. Demonstrates a personal commitment to identify customers' apparent and underlying needs and continually seeks to provide the highest quality service and product to all customers.
<b>Initiative:</b> Takes action beyond required or expected effort and proactively originates action rather than only responding to suggestions and directions from others.
<b>Integrity:</b> Pursues unwavering honesty, ethics, and consistency in actions, reflecting fairness and strong moral principles.
<b>Leadership:</b> Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.
<b>Occupational Knowledge:</b> Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, to include understanding and application of technology (hardware, software, equipment and processes).
<b>Teamwork:</b> Works cooperatively and effectively with others to achieve common goals. Participates in building a group identity characterized by pride, trust and commitment.
<b>Work Quality:</b> Inspires and strives for excellence in all aspects of work including setting high performance goals for oneself and others.

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### Additional Workgroup-Specific Standards

Use the space below to identify other established workgroup standards in your work unit that employees are expected to demonstrate, if applicable.

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### Demonstrating Mississippi State's Performance Ratings

Review the definitions associated with each level of performance and acknowledge that you understand them.

Distinguished Performance	Successful Performance	Developing Performance	Significant Performance Gaps
Highly effective performance. Results exceed standard expectations for many of the more difficult and complex responsibilities for the level of experience in this job. Work is consistently thorough, accurate, timely and efficiently performed. Requires only periodic supervision and follow-up.	Job performance is complete and satisfactory in most key results areas. Results meet and, in some cases, exceed expectations for the level of experience in this job. Requires normal supervision and follow-up.	Employee is making progress, but is inconsistently meeting responsibilities and expectations appropriate to the level of experience in the position. -or- Employee is not making satisfactory progress in learning and demonstrating the skills necessary to perform this job. Requires frequent coaching, supervision and follow-up.	Performance is significantly below expectations. Immediate improvement is necessary. Performance improvement plan must be documented in the performance improvement plan found at <a href="http://hrm.msstate.edu/forms">hrm.msstate.edu/forms</a>
		<b>For ratings in either of these levels, contact your HR Business Partner for further guidance</b>	

### Acknowledgment

I am committed to the following during this review period:

- Performing the duties outlined in my position description.
- Working toward achieving the responsibilities and objectives set in collaboration with my supervisor.
- Demonstrating Mississippi State's Competencies in my daily work and interpersonal interactions.
- Working towards successful performance as described in Mississippi State's rating factors.

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**Employee signature**

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**Date**

I am committed to serving as a guide and mentor in my role as supervisor; I will support this plan to the best of my ability; and I will provide honest feedback and encouragement throughout the review period.

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**Supervisor signature**

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**Date**