

**MEDICAL UNIVERSITY OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM**

Annual _____	Probation _____	Trial _____	Special _____
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Name: _____ Employee No.: _____
Department: _____ Department No.: _____
Position/Classification: _____

Date Assigned to _____ State Employment
Current Position: _____ Date: _____
Performance Review: From _____ To _____

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Employee _____ Date _____

(Signature of employee indicates the Planning Stage and Position Description were reviewed with the employee.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer _____ Date _____

Reviewed by _____ Date _____

Reviewing Officer Comments _____

Employee _____ Date _____

(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor - not that I necessarily agree.)

Employee Comments _____

APPRAISAL RESULTS

Substantially Exceeds _____ Exceeds _____
Meets _____ *Below _____

*Special procedures apply. Contact the Department of Human Resource Management.

INSTRUCTIONS

THE PLANNING STAGE

JOB DUTIES/SPECIFIC COMPETENCIES: The supervisor, utilizing suggestions from the employee, should select job duties from the employee's most recent position description and develop success criteria for each duty. All supervisors and managers who evaluate the performance of others should be evaluated on the duty of "Conducts evaluations/EPMS properly and fairly."

OBJECTIVES: This section enables the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Success criteria are required for each objective. Objectives are optional, but if used, success criteria are required for each objective.

PERFORMANCE CHARACTERISTICS/CORE COMPETENCIES: Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list available through the Department of Human Resources Management. All management and supervisory employees must receive a rating for "Promoting equal opportunity." All employees must receive a rating for "Exhibits spirit of service and cooperation."

The supervisor should discuss the position description and how it relates to the job duties and objectives (if applicable) for the upcoming review period with each employee. After this discussion, the supervisor should complete the planning stage. Prior to discussing the completed planning stage with the employee, the supervisor should present the final document to the reviewing officer for signature. The supervisor should then meet with the employee to discuss the final plans for the review period and obtain the employee's signature. The completed planning document should be retained in the department to be used as the evaluation document at the end of the review period. A copy of the Planning Stage document should be given to the employee.

THE EVALUATION STAGE

The supervisor should complete the evaluation document based on the employee's performance for the rating period. Using the four levels of performance outlined below, job duties and objectives (if applicable) should be rated on how well the employee has met the success criteria as outlined in the planning stage. Performance characteristics should be rated based on the definitions communicated to the employee in the planning stage. The characteristics shall be used as a communication tool and shall not be weighted in the determination of the overall performance rating.

Once the supervisor has completed the evaluation document, it should be presented to the reviewing officer for signature. The supervisor should meet with the employee to discuss performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely. A copy of the completed evaluation document should be given to the employee.

The completed evaluation document with appropriate signatures should be forwarded to Human Resources Management and will be retained in the employee's official personnel file and a copy should be retained in the departmental file.

Four Levels of Performance (To rate job duties, objectives, and performance characteristics)

Substantially Exceeds Performance Requirements (S) - Work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently above the success criteria of the job.

Exceeds Performance Requirements (E) - Work that is above the success criteria for the job throughout the rating period.

Meets Performance Requirements (M) - Work that meets the success criteria for the job.

Below Performance Requirements (B) - Work that fails to meet the success criteria of the job.

Performance Characteristics are rated using the four levels of performance

AGENCY/WORK UNIT MISSION STATEMENT (Optional)

JOB DUTIES/SPECIFIC COMPETENCIES
SECTION I

Performance Level
(Circle Appropriate One)

1. JOB DUTY/SPECIFIC COMPETENCY: S E M B

SUCCESS CRITERIA:

2. JOB DUTY/SPECIFIC COMPETENCY: S E M B

SUCCESS CRITERIA:

3. JOB DUTY/SPECIFIC COMPETENCY: S E M B

SUCCESS CRITERIA:

4. JOB DUTY/SPECIFIC COMPETENCY: S E M B

SUCCESS CRITERIA:

5. JOB DUTY/SPECIFIC COMPETENCY: S E M B

SUCCESS CRITERIA:

6. JOB DUTY/SPECIFIC COMPETENCY: Conducts evaluation(s)/EPMS properly and fairly. S E M B
(management and supervisory employees)

SUCCESS CRITERIA: Completes evaluation(s)/EPMS based on employee's actual performance and does so prior to the end of the rating period.

---SUMMARY OF ACTUAL PERFORMANCE OF DUTIES---

**OBJECTIVE(S) SECTION
SECTION II**

(This Section is optional - attach additional sheets as needed)

Performance Level
(Circle Appropriate One)

1. OBJECTIVE: S E M B

SUCCESS CRITERIA:

---ACTUAL PERFORMANCE OF OBJECTIVE(S)---

**PERFORMANCE CHARACTERISTICS/CORE COMPETENCIES
SECTION III**

(Attach additional sheets as needed)

Performance Level
(Circle Appropriate One)

1. CHARACTERISTIC/CORE COMPETENCY: Spirit of service and cooperation S E M B

DEFINITION: Exhibits a spirit of service and cooperation by projecting a positive attitude, displaying courtesy to others and by demonstrating an eagerness to help.

2. CHARACTERISTIC/CORE COMPETENCY: Promoting equal opportunity S E M B
(management and supervisory employees)

DEFINITION: Meeting agency affirmative action goals in such areas as hiring, promotion, or placement.

3. CHARACTERISTIC/CORE COMPETENCY: S E M B

DEFINITION:

4. CHARACTERISTIC/CORE COMPETENCY: S E M B

DEFINITION:

OVERALL SUMMARY AND IMPROVEMENT PLAN

SECTION IV

Identify the employee's major accomplishments, areas needing improvement, or steps to improve present and future performance. (Attach additional sheets as needed.)