# Performance Feedback Form for Non-Faculty Employees

The supervisor can use this form throughout the performance management period to discuss performance expectations and to conduct mid-year or periodic reviews. For an overview of the Performance Management process and a complete list of rating definitions, please visit <https://employees.tamu.edu/talent-management/performance-management/index.html>.

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| Employee: Click here to enter text. | UIN: Click here to enter text. |
| Supervisor: Click here to enter text. | Date: Click here to enter text. |

**PART I – GOALS *-*** *Use the Goals Addendum page as needed to list additional goals.*

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| **Goal** *(include description or detail, date to be completed and resources needed)***:** Click or tap here to enter text.  **Comments:** Click or tap here to enter text. | **Rating:** Rating Scale |
| **Goal** *(include description or detail, date to be completed and resources needed)***:** Click here to enter text.  **Comments:** Click or tap here to enter text. | **Rating:** Rating Scale |

**PART II – COMPETENCIES *-*** *Refer to* [*https://employees.tamu.edu/talent-management/\_media/documents/performance-evaluation-competencies-and-ratings-overview.pdf*](https://employees.tamu.edu/talent-management/_media/documents/performance-evaluation-competencies-and-ratings-overview.pdf)

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| **Service -** Promotes a culture of service. Some examples include: Responds appropriately to the needs of internal and external customers; Seeks to secure positive interpersonal relations; Represents one’s position, work unit and organization both internally and externally professionally and responsibly. | **Rating:** Rating Scale |
| **Comments:** Click here to enter text. | |
| **Teamwork/Collaboration -** Promotes cooperation and effective relationships. Some examples include: Works in a cooperative and collaborative manner within work unit and across the organization; Shares relevant information accurately, completely and appropriately; Manages interpersonal conflicts constructively. | **Rating:** Rating Scale |
| **Comments:** Click here to enter text. | |
| **Support of A&M System Core Values –** Demonstrates the characteristics of Respect, Excellence, Leadership, Loyalty, Integrity & Selfless Service. Examples of behaviors might include: Treats all people with dignity, civility, and respect; Seeks and values the opinions and contributions of others; Promotes unity in support of strategic objectives; Volunteers and participates in service/committee opportunities. | **Rating:** Rating Scale |
| **Comments:** Click here to enter text. | |
| **Initiative -** Exhibits resourcefulness, independent action and professional judgment that are position appropriate. Some examples include: Actively engages in activities that support the organization’s mission and goals; Strives toward excellence in all tasks and responsibilities; Uses time efficiently and displays commitment to self-improvement. | **Rating:** Rating Scale |
| **Comments:** Click here to enter text. | |
| **Accountability -** Acts responsibly and takes ownership of own behavior, actions and decisions. Some examples include: Delivers quality and timely work products and services; Complies with applicable policies, regulations, rules, procedures; Leads by example in appearance, attitude, character and work ethic; Completes assigned training on time. | **Rating:** Rating Scale |
| **Comments:** Click here to enter text. | |
| **Supervision -** Manages performance and cultivates a positive work environment. Some examples include: Promotes employee excellence by establishing appropriate performance goals and assignments; providing coaching, feedback and support; and rewarding high performance; Provides clear direction and communicates expectations. | **Rating:** Rating Scale |
| **Comments:** Click here to enter text. | |
| **Organizational Leadership -** Cultivates a high-performing and fiscally responsible workplace. Some examples include: Communicates, supports and promotes the organization’s vision, mission and goals; Plans and monitors work activity and output, ensuring alignment with overall goals; Acts as a change agent by demonstrating flexibility and adaptability, and by implementing appropriate changes in culture, strategy and regulatory requirements. | **Rating:** Rating Scale |
| **Comments:** Click here to enter text. | |

**PART III – RESPONSIBILITIES**

Please refer to the Position Restriction for a complete list of responsibilities.

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| **Rating:** Rating Scale |
| **Comments:** Click here to enter text. |

**PART IV – OVERALL RATING AND COMMENTS**

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| **Rating:** Rating Scale |
| **Comments:** Click here to enter text. |

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| Prepared by: Click here to enter text. | Date: Click here to enter text. |
| Copy to Employee Provided (Date): Click here to enter text. |  |
| Supervisor Signature: | Employee Signature: |

|  |  |
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| Original to the employee personnel file  Copy to Employee | **NEED HELP?**  HROE Organizational Development  [HREvaluations@tamu.edu](mailto:HREvaluations@tamu.edu) |

## Goals Addendum

**PART I – GOALS *(continued)***

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| **Goal** *(include description or detail, date to be completed and resources needed)***:** Click here to enter text.  **Comments:** Click here to enter text. | **Rating:** Rating Scale |
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