



Charles R. Drew University  
of Medicine and Science  
*A Private University with a Public Mission*

## Staff Performance Evaluation Support and Professional Staff

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Supervisor: \_\_\_\_\_

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

Evaluation Period: \_\_\_\_\_

Employee: List your significant accomplishments for the review period. Describe the actions you took, how the accomplishment was significant to the University, Department or Division, and how the accomplishment is connected to the Vision/Mission/Values of CDU.

Accomplishment	What Actions Did you Take	How Did It Benefit CDU/Department/Division	Connection to CDU'S Vision/Mission/Values

CDU's Mission, Vision and Values can be found here: <https://www.cdrewu.edu/about/mission-vision-values/>



Manager: Provide a summary of the employee’s performance for the review period (What did they do well on and areas for improvement):

	Yes	No	Sometimes
• Is employee dependable with regard to work schedule and punctuality?	___	___	___
• Is employee able to work on multiple tasks with varying deadlines?	___	___	___
• Is employee’s utilization of time on the job appropriate?	___	___	___
• Does the employee consistently display an appropriate attitude?	___	___	___
• Does the employee consistently display a professional demeanor with students, faculty and staff?	___	___	___
• Is employee able to connect position with CDU Mission/Vision/Values?	___	___	___
• Is work organized and prioritized appropriately?	___	___	___
• Are assignments completed in a timely manner?	___	___	___
• Does the employee know their limitations and request assistance when necessary?	___	___	___
• Is the employee a team player?	___	___	___



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- About the employee's work, describe 1 to 3 areas in which you feel this employee excels.

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- About the employee's work, describe 1 to 3 areas in which you feel this employee needs to improve.

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Manager: Provide at least two (2) SMART performance goals for the employee to meet over the next 6-12 months.

SMART Goal #1	SMART Goal #2

Learn more about creating SMART goals here: <https://cdrewu.bridgeapp.com/learner/courses/d7615fab/enroll>

Manager did the employee complete the assigned SMART goals?      Completely      Partially      Not At All

Comments:



Manager, did the Employee complete compliance trainings:	Yes	No	N/A
• Sexual Harassment Prevention Training	___	___	___
• Title IX	___	___	___
• Microaggressions in the Workplace	___	___	___
• Unconscious Bias	___	___	___
• Cyber Security	___	___	___
• FERPA	___	___	___
• HIPAA Essentials	___	___	___
• Mandated Reporter (Enrollment/Financial Aid/Pipeline, HR Only)	___	___	___
• Campus Security Diversity Training (Campus Safety Only)	___	___	___
• EHS Training (Research, Facilities, Drew Cares)	___	___	___



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Overall Rating:

Has the employee met their annual performance goals to your satisfaction?

**Completely** \_\_\_\_

**Partially** \_\_\_\_

**Not at all** \_\_\_\_

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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