**Performance Evaluation - SAMPLE**

**Administration & Professional Staff**

Date

Name

Title

Operations & Facilities Management Department

Campus Box

Dear Name:

Below is an outline of your summary accomplishments, our collaborative review and final FY 16 performance ratings.

## Major Goals & Activities Accomplished/Currently In Progress

The following are areas where you met my expectations in 2016. Most of the areas below will remain priorities in 2017.

1. Departmental Space Planning & Programming
2. Joint BJC/WUSM Space Planning & Programming
3. Clinical Programming & Planning
4. WUSM Active Space Planning Spreadsheet

Your work has improved considerably in the last year. Overall general planning team expectations have been met. The work that you have done for clinical planning has been well done and is very much appreciated.

Last FY, you were tasked to focus on improvement in quality of work, time management and organizational skills. You have done a good job here and are always prepared for the one-on-one meetings and have kept on task with most of your work. This is a met expectations and a major improvement from the last FY. Keep up the good work in this.

## Culture & Mission

You represent the department core values well and are very professional.

## Area Priorities/Challenges – FY 17 Priorities

1. Although much improved from last year, learning how to better anticipate follow up questions regarding planning and programming summaries. Continue to ask more meaningful questions when meeting with end-users and departmental representatives in order to make meetings and communication with them as productive as possible.
2. Work to improve your quality of presentations and planning documents and work to maintain productivity during working hours
3. Actively updating and maintaining the accuracy of the active planning documents.

## Summary

You have been a great team member this FY and have been beneficial and flexible in helping your team members in addition to carrying a full workload. Your willingness to move the organization forward exceeds my expectations.

While there are some continued improvements needed (identified above), the progress you have made this year is notable and appreciated. You have stabilized and improved your performance and have, as a result, become a very valuable member of our planning team.

Keep FY 17 with continued focus on the prior year’s goal and focusing on the work, work content and quality and you will continue to improve. As a result of your progress, your year-end performance is a meets expectations, with some notable exceeds for departmental level engagement.

Thank you for your diligent and collaborative efforts and I am looking forward to a positive year ahead.

Sincerely,

Melissa Hopkins

Assistant Vice Chancellor, Assistant Dean of Operations & Facilities Management

Washington University School of Medicine