

University of Detroit Mercy

Performance Communication System (PCS)

Forms Only

University of Detroit Mercy

Performance Communication System (PCS)

Employee Self-Assessment Worksheet

Please complete this worksheet in preparation for your performance discussion with your supervisor. This worksheet will be retained by your supervisor and will not be a part of your file in Human Resources.

Name: _____ Date: _____

Title: _____ Department: _____

1. Upon reviewing your job responsibilities, describe how you fulfilled the expectations of your job.

2. a. List your contributions to achieving the overall goals of your department/division.

- b. List how you achieved your individual goals. If you did not achieve them, state why not?

3. Describe your contributions to improving customer service/satisfaction in your department and to the University (consider Performance Expectations and Behavioral Competencies).

4. How did you contribute to and support the University Mission and Identity? Please select three from the following list as a starting point: Research, Teaching, Service, Catholic, Jesuit & Mercy, Urban, Student-Centered. (Visit [Mission and Identity](#) for assistance.)

5. List exceptional contributions and/or those beyond the scope of your job you have made to your department since the last performance discussion.

Employee Self-Assessment Worksheet, continued

6. List areas of your performance you would like to improve.

7. Identify notable obstacles you encountered in accomplishing your job responsibilities since the last performance discussion (if applicable) and some possible solutions.

8. Identify any ideas that could improve your job, work area, or department.

9. Describe what actions you took toward your development since the last performance discussion (if applicable).

10. What areas do you need (want) to develop? How will you achieve this?

11. What can your supervisor do to better assist you in your position and in your development?

12. Add any additional information that you wish to have considered. (Attach separate sheet if needed.)

Signature: _____ Date: _____

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Supervisor's PCS Discussion Outline

1. Discuss employee's performance on primary responsibilities/priorities, expectations, performance standards, and goals in the past 6 months. *(A written summary of responsibilities/priorities/job description questionnaire, and performance standards should have been previously provided to the employee.)*
2. Review and discuss how employee's performance related to overall department/division goals.
3. Discuss employee's customer service performance.
4. Discuss how employee contributed to and supported the University Mission and Identity.
5. Discuss employee's strengths and exceptional contributions.
6. Discuss employee's areas for improvement.
7. Discuss barriers to effective work performance and job satisfaction.
8. Discuss potential work process improvements.
9. Discuss employee's development. *(During review period; future needs for current job; long term career goals and development needs to achieve them).*
10. Discuss how employee continues to grow to meet future needs/demands of the changing environment.
11. Discuss employee's feedback/constructive suggestions for supervisor.
12. Discuss other work related topics/items not covered elsewhere in the PCS.
13. Discussion Summary
14. Additional factors for supervisors only

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Performance Communication Discussion Form

Employee:	Clock #:
Job Title:	
Department:	Meeting Date:
This form is to document that the following topics have been discussed semi-annually (2 times per year). Supporting documentation should be retained in the department by the supervisor.	
DISCUSSION POINTS (Use the highlighted points for a new employee's 3-month evaluation)	Check Off When Done
1. Discuss employee's performance on primary responsibilities/priorities, expectations, performance standards, and goals in the past 6 months. <i>(A written summary of responsibilities/priorities/and performance standards and the job description questionnaire should have been previously provided to the employee.)</i>	<input type="checkbox"/>
2. Review and discuss how employee's performance related to overall department/division goals.	<input type="checkbox"/>
3. Discuss employee's customer service performance.	<input type="checkbox"/>
4. Discuss how employee contributed to and supported the University Mission and Identity.	<input type="checkbox"/>
5. Discuss employee's strengths and exceptional contributions.	<input type="checkbox"/>
6. Discuss employee's areas for improvement.	<input type="checkbox"/>
7. Discuss barriers to effective work performance and job satisfaction.	<input type="checkbox"/>
8. Discuss potential work process improvements.	<input type="checkbox"/>
9. Discuss employee's development (during review period; future needs for current job; long term career goals and development needs to achieve them).	<input type="checkbox"/>
10. Discuss how employee continues to grow to meet future needs/demands of the changing environment.	<input type="checkbox"/>
11. Discuss employee's feedback/constructive suggestions for supervisor.	<input type="checkbox"/>
12. Discuss other work related topics/items not covered elsewhere in the PCS.	<input type="checkbox"/>
13. Employee was provided with a brief written summary of points discussed, including goals and responsibilities/priorities for the next 6 months.	<input type="checkbox"/>
FOR SUPERVISORS/MANAGERS ONLY	
14. Discuss "Additional Factors for Supervisors" (Performance Expectations)	<input type="checkbox"/>
Employee meets current expectations Yes <input type="checkbox"/> No* <input type="checkbox"/>	
*If No, completed Performance Improvement Plan is required and is attached to this form.	<input type="checkbox"/>
These topics have been discussed and a summary was provided by:	
Employee Signature and Date	Supervisor Signature and Date
I have reviewed the documents related to this employee's performance and agree with the supervisor's overall assessment	
Print name of next level of supervision	Requires Signature and Date

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Performance Communication Discussion Form, continued

Please provide any comments below. Attach additional sheets as necessary.

Supervisor Comments:

Employee Comments:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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Performance Improvement Plan (PIP)

Supervisor/Manager – After meeting with your employee to discuss the issue, please complete this form as a record of your discussion. Attach any other relevant documentation. You may make revisions to this form and/or use separate sheets of paper.

Date: _____
Employee Name: _____
Employee Title: _____
Supervisor Name: _____
Supervisor Phone #: _____

Please ensure that the following agenda items are covered in your Performance Improvement Plan discussion:

- ❖ Identify the specific performance issue(s).
- ❖ Discuss the impact of the issue(s) on the department and the University.
- ❖ Obtain the employee's feedback.
- ❖ Discuss expected behavior or performance.
- ❖ Discuss developmental objectives (include internal/external resources necessary to influence improved performance and outcomes).
- ❖ Discuss action steps that will be taken by the employee.
- ❖ Discuss action steps that will be taken by you, the supervisor.
- ❖ Discuss a resolution

Next formal review discussion date _____
[depends on severity of issue(s)]

State the consequences for substantial lack of improvement:

Summary of meeting and above agenda items:

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Performance Improvement Plan (PIP), continued

Employee's Comments:

* * *

Supervisor Signature	.	Date	.
Employee Signature		Date	
Department Head Signature		Date	