

University of North Texas Health Science Center
2017 Staff Performance Feedback Form

All direct supervisors will conduct a performance feedback session with each staff member (whose start date was prior to July 1, 2017) between July 13 and September 30.

Feedback Form Components:

- **Values Assessment** - Work-related areas of strength and opportunities for improvement related to Our Values.
- **Team Member Development** - Summary of how coaching has affected the team member's development.
- **Performance Goals for 2016-2017** - Previous year's goals for reference.
- **Performance Goals for 2017-2018** - Four performance goals, collaboratively created, two individual goals, one collaborative team goal and an individual "stretch" goal to encourage each team member to build new competencies.
- **Compliance** - Attestation of completion of compliance training.
- **Performance Feedback (completed by the supervisor)** - List of primary job responsibilities, performance feedback and assessment of performance.

Feedback Form Process:

- Requires a collaborative approach between supervisor and team member in reviewing values and setting goals.
- Emphasizes recognition of strengths and opportunities for improvement – there are always opportunities for growth.
- Highlights opportunities for development through future-focused discussions.
- Includes a section for team member and supervisor comments related to performance, career growth and development.

Values Assessment
SERVE OTHERS FIRST Encourage growth, well-being and success of each other and people we serve <ul style="list-style-type: none">• Empower one another to make values-based decisions• Consider the impact of your decisions• Be good stewards of people and resources• Demonstrate compassion, care and humility• Promote individual potential
INTEGRITY Uphold the highest ethical standards <ul style="list-style-type: none">• Do what is right, not just what is easy – even if no one is looking• Conduct ourselves with honesty, trustworthiness and dependability• Be transparent in actions• Own, correct and learn from successes and failures• Demonstrate loyalty to our mission and vision
RESPECT Treat everyone with dignity and compassion <ul style="list-style-type: none">• Gratefully acknowledge contributions and efforts of others• Invite other perspectives and encourage dialogue• Communicate openly in a timely, courteous and relevant manner• Promote diversity of thought, ideas and people• Build trust by honoring our word through actions
COLLABORATION Work together to achieve shared goals <ul style="list-style-type: none">• Combine our strengths to discover new ideas and share best practices• Seek opportunities to engage others and break through barriers• Inspire one another to be more, collectively, than the sum of our individual parts• Give, ask for and value feedback• Recognize the contributions of others and celebrate successes
BE VISIONARY Create innovative solutions in the pursuit of excellence <ul style="list-style-type: none">• Respectfully challenge the way things have always been done• Create unique ways to provide remarkable service• Navigate change to move us forward• Proactively implement new ideas• Take thoughtful risks

Values Assessment Continued
Team Member Comments Highlighting specific behaviors from each of Our Values, provide feedback on your demonstrated strengths and opportunities for growth. Give specific examples.
Demonstrated Strengths
Opportunities for Improvement
Supervisor Comments Highlighting specific behaviors from each of Our Values, provide feedback on the demonstrated strengths and opportunities for growth for the team member. Give specific examples.
Demonstrated Strengths
Opportunities for Improvement

Team Member Development
Team Member Comments
How has coaching affected your development?
Supervisor Comments
How has coaching affected team member development?

2016-2017 Performance Goals	
<p>In the online application, this section includes the team member’s 4 performance goals (2 individual goals, 1 stretch goal, and 1 collaborative team goal) from 2016 Staff Performance Feedback Form. The “team member comments” box reflects the goal submission by the team member. The boxes under “Final Goal” include the “goal” as well as the “measures and resources needed” submissions by the supervisor. Depending on the method for completion from 2016, some information may be missing. This section will be blank for team members who did not participate in the 2016 process. This section is intended to support the discussion for the 2017 process.</p>	

This document is for note-taking purposes only

2017-2018 Performance Goals
Team Member Comments
Individual Goal 1
Final Goal (In Collaboration with the Team Member) This section is completed by the Supervisor in collaboration with the team member.
Individual Goal 1
Measures and Resources Needed
Team Member Comments
Individual Goal 2
Final Goal (In Collaboration with the Team Member) This section is completed by the Supervisor in collaboration with the team member.
Individual Goal 2
Measures and Resources Needed

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2017-2018 Performance Goals Continued
Team Member Comments
Individual Stretch Goal
Final Goal (In Collaboration with the Team Member) This section is completed by the Supervisor in collaboration with the team member.
Individual Stretch Goal
Measures and Resources Needed
Team Member Comments
Collaborative Team Goal
Final Goal (In Collaboration with the Team Member) This section is completed by the Supervisor in collaboration with the team member.
Collaborative Team Goal
Measures and Resources Needed

Compliance
I attest that I have completed all FY 17 mandatory training. <input type="checkbox"/> Yes <input type="checkbox"/> No
Team Member Comments
Supervisor Comments

Performance Feedback
Job Responsibilities
List primary job responsibilities
<input type="checkbox"/> Exceeds Expectations: Consistently delivered above HSC standards / expectations <input type="checkbox"/> Meets Expectations: Met HSC standards / expectations <input type="checkbox"/> Does Not Meet Expectations: Did not meet some HSC standards / expectations
Supervisor Comments
Team Member Comments

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