Team Member Survey

Team Member Instructions:
This section is for Team Members only. These answers will not be viewable by your supervisor, nor will they show up on your final feedback form. The results of these questions will be summarized and reported to senior leadership after the feedback period. No individual responses will be reported.

Values Assessment

Team Member/Supervisor Instructions:
This section documents the team member’s demonstrated strengths and opportunities for growth for Our Values, based on the identified values---based behaviors. From the date of the last review, identify strengths and opportunities for growth related to each of Our Values. Highlight specific behaviors and actions of the team member that support our values---based culture. These should be tied to job--- or work---related functions. The team member and supervisor will each complete the values assessment. Then, this section will be finalized collaboratively during the performance feedback meeting. The final submission will be completed by the supervisor.

Examples:

Strengths

Example 1--- Paragraph format
Team Member X contributes positively to our team as well as to our values---based culture. Specifically, she has been an example to others on our team for collaboration and serving others first. During a period of time when we were short---staffed, she demonstrated compassion, care and humility by going out of her way to assist a fellow team member on a new project. Their collaboration led to the successful launch of the project. Additionally, she serves as a compliance champion on our team, encouraging others on our team to do the right thing, even when no one is looking. I can always count on Team Member X to invite others’ perspectives and promote diversity of thought. Recently, she brought together a cross---functional team to update some of our materials to better communicate our department message.

Example 2--- List format
Serve Others First
Demonstrate compassion, care and humility: Went out of the way to assist a fellow team member on a new project.

Integrity
Do what is right, not just what is easy ----- even if no one is looking: Serves as a compliance champion, encouraging team members to do the right thing.

Respect
Invite others’ perspectives and encourage dialogue: Seeks input from co---workers on projects that affect the team as a whole.

Collaboration
Give, ask for, and value feedback: Works to incorporate constructive feedback into projects. For example, she updated the XYZ project in March 2017 using feedback from the evaluation.
Be Visionary
Proactively implement new ideas: Created new process ABC to assist students when a gap of service was identified.

Opportunities for Growth

Example 1--- Paragraph format
Team Member X has grown significantly over the past year as she learned her new role. With this, she has a few opportunities for improvement specifically around Our Value ----- Be Visionary. In the next year, I would like to see her take a larger role in challenging the ways things have always been done in our department. She hesitates at times to share her ideas, and I would like to see her speak up more to improve our processes. Additionally, Team Member X works hard to invite other’s perspectives, but has had some difficulties in communicating back to participants in a timely manner. I would like to see her improve in the timeliness of her communication as a matter of respect. Finally, as Team Member X takes on more of a leadership role in our team, I would like to see her find ways to promote the individual potential of others.

Example 2--- List format
Serve Others First
Promote individual potential: With increasing leadership role, find ways to develop and promote the potential of others.

Integrity
Own, correct and learn from successes and failures: Find opportunities for sharing lessons learned with team for developmental purposes.

Respect
Communicate openly in a timely, courteous and relevant manner: Improve communication timeliness, especially on projects that include individuals external to the department.

Collaboration
Inspire one another to be more, collectively, than the sum of our individual parts: Find opportunities to positively influence and develop project team members.

Be Visionary
Respectfully challenge the way things have always been done: Find opportunities to share ideas to improve internal processes.
Team Member Development

Team Member/Supervisor Instructions:
This section provides space for input on the role coaching plays in the team member’s development. The team member and supervisor will each write in their comments. Then, this section will be finalized collaboratively during the performance feedback meeting, and the final submission will be completed by the supervisor. Please use the definitions provided below to answer the question and provide a brief written summary of how coaching has affected team member development.

Definitions:
Coaching — partnering with someone in a thought-provoking learning, growth and development process that helps the participant work toward achieving professional goals.

Formal coaching — designated one-on-one time between the team member and coach. The coach and team member partner in a process that inspires the team member to maximize his or her potential.

Informal coaching — informal conversations, feedback and development that can happen at any time to support existing goals or to establish new ones.

Coaching Plan — a written document between team member and coach that outlines goals, measures and timelines set during formal coaching session.

2017-2018 Performance Goals

Team Member/Supervisor Instructions:
This section includes the team member’s four performance goals (two individual goals, one stretch goal, and one collaborative team goal) from 2017 Staff Performance Feedback Form. The “team member comments” box is for 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 2017, some information may be missing. This section will be blank for team members who did not participate in the 2017 process. This section is intended to support the discussion for the 2018 process.

2018-2019 Performance Goals

Team Member/Supervisor Instructions:
This section provides space for collaborative goal-setting for the upcoming year and includes four performance goals (two individual goals, one stretch goal and one collaborative team goal). The team member and supervisor will each complete this section. The team member will input their initial goals within this section. Then, the supervisor will input their comments for the goals as well as measures and resources needed. After the initial submissions by the team member and supervisor, the goals for this section will be finalized collaboratively during the performance feedback meeting, and the final submission will be completed by the supervisor.

In the space provided, please write a specific, measurable, attainable, relevant and time-bound goal that describes an accomplishment, not an activity. These should be tied to the UNTHSC SEE_2020 Roadmap, departmental action plan and individual coaching plan.

Stretch goals go beyond the team member’s current capabilities.
Collaborative team goals require collaboration within the team or a cross-functional effort.
Examples:

Individual Goal: I will use student feedback to update outdated policies and procedures to improve departmental customer service by September 2018.

Specific: Individual, student feedback, policies and procedures
Measurable: Number of changes implemented
Attainable: Achieved within timeline and skill set
Relevant: Contributes to the department and the UNTHSC SEE_2020 Roadmap
Time—Bound: September 2019

Individual Stretch Goal: By April 2019, I will lead a department-wide strategic initiative through to completion, according to the measures set in the strategic plan. *

*To qualify as a stretch goal, this should be beyond current capability, but can be achieved with additional learning or development.

Specific: Individual, department-wide
Measurable: Completion of initiative, measures set in strategic plan
Attainable: Achieved within additional development or training
Relevant: Contributes to the department goals and the UNTHSC SEE_2020 Roadmap, assists in achieving long-term individual goals
Time—Bound: April 2019

Collaborative Team Goal: By December 2018, I will work with XYZ department to identify a minimum of three areas to improve communication between our departments.

Specific: Individual, XYZ department, three areas, communication
Measurable: three areas identified
Attainable: Achieved within timeline and skill set
Relevant: Contributes to the department and the UNTHSC SEE_2020 Roadmap
Time—Bound: December 2018
Collaborative: Completed with XYZ department

Compliance

Team Member/Supervisor instructions:
In this section, the team member indicates whether they completed all FY 18 mandatory compliance requirements. The “Team Member Comments” and “Supervisor Comments” sections provide space for any necessary explanation or additional information. If you have any questions regarding the completion of compliance training, please contact compliance@unthsc.edu.

Performance Feedback

Team Member/Supervisor instructions:
This section provides space for feedback on job performance, based on the primary job responsibilities associated with the team member’s current position. The “Primary Job Responsibilities” section will be completed by the supervisor. Space is provided for “supervisor comments” and “team member comments” related to overall performance, career growth and development.
**Primary Job Responsibilities:**
In this section, supervisors list the team member’s primary job responsibilities associated with the team member’s position and provide feedback on the team member’s performance since the last review. The job responsibilities from the 2016 Staff Feedback Form will be automatically populated in the “primary job responsibilities” section. Supervisors can edit this section to reflect the team member’s primary job responsibilities for 2017-2018.

Note: If the team member changed roles in the past year, the “primary job responsibilities” section will reflect the information submitted on their 2017 Staff feedback Form and will need to be updated. If the team member did not complete the 2017 Staff Feedback process, please use the team member’s job description to identify his or her primary job responsibilities. Please contact your HR Generalist if you need assistance locating this information or call Campus HR at 817-735-2690.

As a part of the performance feedback for the team member, please indicate whether the team member:
- Does Not Meet Expectations: Did not meet some UNTHSC standards / expectations
- Meets Expectations: Met UNTHSC standards / expectations
- Exceeds Expectations: Consistently delivered above UNTHSC standards / expectations

**Supervisor Comments:**
Please provide a written assessment and feedback on the team member’s performance of job responsibilities since the last review. Including, but not limited to:
- Completion of job tasks
- Areas of strength
- Opportunities for growth
- Career growth
- Individual development
- Achievement of goals and metrics
- Overall performance

**Team Member Comments:**
Please provide a written assessment and feedback on your performance of your job responsibilities since your last review. Including, but not limited to:
- Completion of job tasks
- Areas of strength
- Opportunities for growth
- Career growth
- Individual development
- Achievement of goals and metrics
- Overall performance