

**STATE U N IVE R S ITY OF N EW YOR K**

# Human Resources, Diversity & Inclusion Haggerty 601 • x 3171 • Fax: x 3956

**UUP STAFF PERFORMANCE**

**PROGRAM**

*Reference: Appendix A-28 of the UUP Agreement*

Employee Name Immediate Supervisor Budget Title Date prepared / /

Perf. Program for the period to Department Local Title Date reviewed with employee / /

New Program Previous Program Affirmed Updated Performance Program

Observed Strengths:

Performance Objective: (Specifies the desired outcome or result of the work activity including a timeline and how you will measure success)

Performance Objective:

Performance Objective:

Performance Objective

Performance Objective:

Performance Objective:

Performance Objective:

*and how you will measure success)*

Short-Term Performance Objective: (Goals to be accomplished during the next evaluation period including a timeline and how you will measure success)

PERSONAL EFFECTIVENESS/SKILLS FOR SUCCESS:

Please identify if the skill is Essential (E), Beneficial (B) or Not applicable (N) for performing the job functions of this individual’s role by circling the corresponding letter.

JOB RELEVANCE SKILL DESCRIPTION

E B N Adaptability: Remaining Flexible and effective in time of challenge and change

E B N Building Relationships: Collaborating effectively and motivating others to accomplish the goals of the University

E B N Collegiality: Working with colleagues toward a common purpose—respecting each other’s abilities to work toward that purpose

E B N Communication: Listening and conveying information clearly

E B N Conflict Management/Problem-Solving: Identifying problems and solutions; settling disputes in an equitable manner

E B N Customer Service: Demonstrating respect, responsiveness and professionalism toward others, in accordance with New Paltz’s reputation for excellence

E B N Ethics: Embracing ethical behavior in general and, specifically, adhering to New Paltz’s core values, as well as applicable federal,  
state, and system rules and requirements

E B N Flexibility: Willingness to change or compromise

E B N Innovation: Ability to introduce new ideas; original and creative in thinking

E B N Organizational Skills: Effectively organizing, planning, coordinating resources, and meeting deadlines

E B N Risk Management: Effectively identifying and assessing exposure to risk within our system and determining how best to manage such situations

E B N Supervision: Creating a climate of trust and mutual respect for employees; managing employee’s performance in alignment with the mission and goals of the department or unit and consistent with relevant policies and collective bargaining agreements; delegating authority appropriately, and managing resources effectively to provide the best service possible while enabling employees to achieve their work goals

E B N Team-Building: Building trust with staff and other co-workers

E B N Valuing Diversity: Appreciating differences among all individuals

E B N Other:

|  |  |  |
| --- | --- | --- |
| Supervisory Relationships: (Individuals this employee supervises) |  | |
| Name: | Title: |  |
| Name: | Title: |  |
| Name: | Title: |  |
| Name: | Title: |  |

# Secondary Sources: (Agencies, office, or individuals which will be involved with the performance of the employee and may affect the employee’s ability to achieve the stated objectives)

Name: Name: Name:

Title: Title: Title:

Relationship: Relationship: Relationship:

I have read and have had an opportunity to discuss the above performance program with my immediate supervisor.

Date:

*Signature of Employee*

# Date:

*Signature of Supervisor*

# If the supervisor and the employee do not concur on the performance program, the employee has the right to attach a statement within ten (10) working days of receipt of the performance program.

Distribution: Original: *Official Personnel File* Copies: *Employee, Immediate Supervisor*