

Virginia State University Employee Work Profile Work Description and Performance Plan

Parts I, II, III, and IV are written and reviewed by the supervisor and discussed with the employee at the beginning of the evaluation cycle.

The following pages are printed separate from the remainder of the EWP because they contain confidential employee information.

PART V – Position Identification Information

30. Position Number:	31. Agency Name & Code; Division/Department:
32. Employee Name:	33. Employee ID Number:

PART VI – Performance Evaluation

34. Core Responsibilities Rating Earned	35. Core Responsibilities - Comments on Results Achieved
A. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
B. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
C. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
D. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
E. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
F. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

36. Other Assignments Rating Earned	37. Other Assignments - Comments on Results Achieved
G. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
H. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

38. Department/Unit Objectives Rating Earned	39. Department/Unit Objectives - Comments on Results Achieved
I. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
J. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
K. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
L. <input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

M.

Extraordinary Contributor

Contributor

Below Contributor

40. Other significant results for the performance cycle:

PART VII – Employee Development Results

41. Year-end Learning Accomplishments:

PART VIII – Overall Results Assessment and Rating Earned

An employee must receive at least one Performance Management Need Improvement/Substandard Performance form or Written Notice during the performance cycle for an overall "Below Contributor" rating during the same performance cycle. The receipt of a Performance Management Need Improvement/ Substandard Performance or Written Notice does not require that the employee be rated "Below Contributor"

An employee who earns an overall rating of "Below Contributor" must be reviewed again within three months in accordance with DHRM Policy 1.40, Performance Planning and Evaluation.

An employee must receive at least one Acknowledgment of Extraordinary Contribution form during the performance cycle in order to be eligible for an overall "Extraordinary Contributor" rating during the same performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of "Extraordinary Contributor" for that performance cycle.

42. Overall Rating Earned

Extraordinary Contributor

Contributor

Below Contributor

PART IX – Review of Performance Evaluation

43. Supervisor's Comments:	Signature:	Date:
	Position Number:	
	Print Name:	

44. Reviewer's Comments:	Signature: _____ Position Number: _____ Print Name: _____	Date: _____
<input type="checkbox"/> I had the opportunity to submit a self-evaluation. 45. Employee's Comments:	Signature: _____ Position Number: _____ Print Name: _____	Date: _____

EMPLOYEE WORK PROFILE

Confidentiality Statement:

I acknowledge and understand that I may have access to confidential information regarding employees, students, patients, and the public. In addition, I acknowledge and understand that I may have access to proprietary or other confidential information business information belonging to Virginia State University. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Virginia State University;
- Disclose to any other person, or allow any other person access to, any information related to Virginia State University, that is proprietary or confidential and/or pertains to employees, students, patients, and the public. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Virginia State University and its employees, students, patients, public, or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Virginia State University may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including, my termination of employment.

Employee Signature

Date

Essential Job Requirements (Indicate by each E = Essential, M = marginal, or N/A)

Light lifting <20 lbs.	Standing	Sitting	Bending
Moderate lifting 20-50 lbs.	Lifting	Walking	Climbing
Heavy lifting >50 lbs.	Reaching		Repetitive motion
Pushing/pulling	Other		

Emotional Demands:

Fast pace Avg. pace

Multiple priorities

Intense customer interaction

Multiple stimuli

Frequent change

Mental/Sensory Demands:

Memory Reasoning Hearing

Reading Analyzing Logic

Verbal communication

Written communication

Other