



Cornell University

STAFF PERFORMANCE DIALOGUE FORM DISCUSSION FORMAT

Name

Position/Title

Supervisor

Review Date

Review Period

Department

College/Unit

PERFORMANCE LEVELS

Instructions: Select from the following performance levels to describe the staff member's overall performance during the review period. Provide explanation and/or specific examples to support the level selected.

Consistently Surpasses Expectations/Standards

Works consistently at a superior level in most aspects of position; consistently exceeds goals and expectations. Makes an exceptional or unique contribution to the unit/department.

Frequently Exceeds Expectations/Standards

Performs beyond expectations in a majority of position duties and responsibilities. Consistently meets and, at times, exceeds position expectations – making a significant contribution to the overall achievement of unit/department goals.

Fully Achieves Expectations/Standards

Fulfills position requirements, consistently meeting established goals and expectations. Performance makes the expected contributions to unit goals.

Needs Improvement

Fails to meet one or more of the significant position requirements.
Requires improvements in areas noted.

(Performance improvement plan must be developed and monitored [direct link: [html version](#); [Word version](#)]).

Fails to Achieve Expectations/Standards

Does not fulfill position requirements.

(Performance improvement plan must be developed and monitored, or termination must be initiated. [direct link: [html version](#); [Word version](#)]).

