

SELECTION OF PERFORMANCE FACTORS

Classification: \_\_\_\_\_ DUE BACK: \_\_\_\_\_  
Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Position No.: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job-related performance factors must be chosen by the direct supervisor for each new, reclassified, or reallocated position. These factors will be used to evaluate the employee for both the probationary period and subsequent annual evaluations.

A list and corresponding definitions of available performance factors appear on the following webpage: [https://www.niu.edu/hrs/resources/manager\\_tools/performance/performance-factors.shtml](https://www.niu.edu/hrs/resources/manager_tools/performance/performance-factors.shtml). Using the current job description, please select five to ten factors based upon clear, objective, job-related criteria.

If the position has been reclassified or reallocated with the present employee, it is appropriate to give the selection of performance factors to the employee affected for their study and review. Next, the supervisor should review the selection(s) with the employee for concerns they may express and the opportunity to discuss any differences of opinion. Should these differences prove to be irreconcilable, the supervisor is ultimately responsible for choosing the performance factors. This step should be followed **only** if the employee is not new to the position.

This procedure is the first step in probationary and annual employee performance evaluations. Your diligence in selecting these performance factors will assist in your evaluation process.

Performance Factors (Minimum – 5 factors; Maximum – 10 factors):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date