

# What's New in FY2017: MISSOURI S&T Performance Appraisals

## Appraisal Forms

There are no changes to the format of the appraisal forms for 2017 but there is a significant functional change. Now, all items (Success Factors and Key Responsibilities) will require comments to be entered in support of the rating selected. This change is intended to facilitate, for both employees and managers, a better understanding of and dialogue about the basis for each selected rating.

Your appraisal form will be assigned based on your sub-function. Sub-function is an employee group that is determined by the job you are currently in. At MISSOURI S&T, there are five sub-functions.

- Union Eligible
- Support Task Expert
- Subject Matter Professional
- Management
- Leadership

You can look up what sub-function you are in by using your job code or title to search the [Job Code Detail](#) website. To learn more about each form section, click [here](#).

### What Will Be Included in the Overall Rating?

	Union Eligible	Support Task Expert	Subject Matter Professional	Management	Leadership
Success Factors	X	X	X	X	X
Key Responsibilities	X	X			
Key Responsibilities/ Performance Goals			X	X	
Performance Goals					X

Three optional sections are still available:

- New Performance Goals
- Employee Final Comments
- Supervisor Final Comments

## Success Factors

Success Factors, the university's competency model, has minimal changes in 2017. While the Success Factor definitions are the same across all employees, behavioral statements differ by sub-function. A reference to attendance has been added to the Accountability Success Factor for union-eligible employees. Specific definitions and behavioral statements for the Success Factors can be found on the myPerformance [webpage](#).

## Have any questions?

For answers to your questions, call or email your [HR Strategic Partner or the HR Director](#); call the S&T Human Resources office at (573) 341-4241; send an email to [hrr@mst.edu](mailto:hrr@mst.edu); or contact the HR Service Center by calling (573) 884-6996 or sending an email to [myPerformance@umsystem.edu](mailto:myPerformance@umsystem.edu).

## Form Section Descriptions

### Success Factors

Success Factors measure “how” one does their job. There are seven total Success Factors for all employees system-wide:

*Accountability: Owns decisions, outcomes, work products, etc. that are within the scope of one’s role.*

*Collaboration: Works inclusively to build trust and accomplish tasks, goals, and initiatives.*

*Communication: Provides information clearly and accurately in various settings, ensuring understanding and participation.*

*Customer Service: Understands, anticipates, and appropriately responds to internal and/or external customers’ needs.*

*Diversity and Inclusion: Values differences by ensuring that all people are included, respected and can engage in their work to the best of their abilities.*

*Judgment: Makes appropriate decisions and evaluates risk and uncertainty to create optimal outcomes.*

*Time Management: Actively manages time to most effectively accomplish work, projects, objectives, and goals.*

### Key Responsibilities

Key Responsibilities are the five to seven main tasks that are expected in your position. On the MISSOURI S&T form, Key Responsibilities are fill in the blank, and should be determined beforehand by the employee and manager.

### Performance Goals

Performance Goals are the results of what one accomplishes in their position. The MISSOURI S&T forms allow up to seven Performance Goals. Like Key Responsibilities, Performance Goals should be discussed between a manager and employee in advance.

### Key Responsibilities/Performance Goals

Key Responsibilities/Performance Goals are simply a hybrid of the two sections. It’s a flexible section that can be used for all Key Responsibilities, all Performance Goals, or a combination of the two. However the section is used, the criteria in this section should be determined by the manager and employee beforehand.