

The Ohio State University
Department of Athletics & Business Advancement
Performance Review

Employee: Tim Hinton
Job Title: Football
Manager: _____
Date of Review: _____

Performance Management Process:

We are committed to fostering a high performance culture. To achieve this, we strive to provide each member of our staff with clear performance objectives, ongoing coaching and feedback, professional development, and recognition for exceptional work.

The performance review gives employees and managers an opportunity to reflect on the past year, celebrate our successes, learn from our challenges, and plan for our future.

Sections I & II of the review must be completed by each employee and forwarded to your manager prior to your review. The manager will review the information the employee provides in the self-appraisal and goal setting sections and use it to help them complete the annual review. Employees and managers must meet to discuss the review. Employees are able to attach comments to the review if they choose to.

All reviews must be completed and turned in to Human Resources by June 29th.

Core Values:

- Integrity** We will act with integrity and personal accountability.
 - Education** We will educate each student-athlete with quality academic, competitive, leadership and social experiences to build a sense of responsibility and foster an appreciation for life-long learning.
 - People** We will keep the well-being of our student-athletes, coaches and staff at the core of every decision.
 - Excellence** We will excel in performance, achievement and service.
 - Respect** We will celebrate a climate of mutual respect and diversity by recognizing each individual's contribution to the team.
 - Innovation** We will encourage innovation, develop a curious mindset and embrace change.
 - Community** We will enhance the lives of those in our university, city and state communities by helping and paying forward to others.
 - Tradition** We will build upon our traditions which have been developed throughout our proud history.
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Section I. – Self Appraisal

List your key job responsibilities. Assign the % of your time spent in each area. Evaluate each area according to the rating standards. Complete all sections in section I prior to your review and forward to your manager.

% Time	Description of key job responsibilities	Performance Exceeds Expectations	Performance Meets Expectations	Opportunity for Improvement
33%	Recruiting		X	
33%	Camps, Clinics - HS Coach Relationships		X	
33%	Miscellaneous - Administrative Duties		X	

Summary & Highlights of this past year:

Felt I had a solid year with the highlight of the year being the ability to put back together multiple coaches clinics and player camps.

Challenges I faced this past year: (job/position related)

Need to better manage time with the duties I have. Plus, I need to continue to grow with communication skills

What I will do this year to improve myself & my program:

Improve communications skills!

Section II. – Goal Setting

Employees need to complete a draft of section II for their manager prior to their review. Managers will provide additional input or focus into the employee's goals. Employees & managers will work collaboratively to establish the final goals and performance measures for the upcoming year. Goals should be finalized by July 1st.

Goals should be specific, measurable, attainable, realistic, and timely. This document should be reviewed throughout the year during coaching sessions and may evolve as needed.

The department's Strategic Plan should be a component of identifying goals for each employee. Other goals will be more focused on the individual position description and responsibilities of the employee. One goal should be focused on the individual employee's professional development.

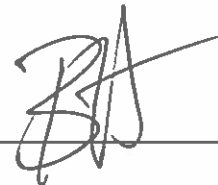
2018-2019 Goals & Performance Measures

Goal #1: Improve communication skills	Progress Dates:
Goal #2: Improve and expand HS coach relations	Progress Dates:
Goal #3: Be more prepared for recruiting evaluations	Progress Dates:
Goal #4: Have a more regimented daily schedule	Progress Dates:
Goal #5: Make myself more available to players and staff	Progress Dates:

Employee Signature: _____



Manager Signature: _____



Section III. – Performance Review

Staff will be rated by their manager in each of the performance areas listed below. Employees and their manager will meet to discuss each section, why they received each rating, examples to support each rating, and if needed what the manager’s expectations are and how the employee can sustain or improve in each area.

Rating Standards:

Employees will be given ratings for each of the listed performance areas according to the following rating scale:

Performance Exceeds Expectations	<ul style="list-style-type: none"> • Work is consistently efficient, accurate, reliable and, timely; is of superior quality and goes beyond the expectation of the performance objective or core competency. • Work is a model for reflecting and supporting the values of The Ohio State University and Department of Athletics.
Performance Meets Expectations	<ul style="list-style-type: none"> • Work consistently meets the requirements of the performance objective or core competency. • Performance is of high quality; it is efficient, accurate, reliable, and timely. • Work is done in a manner that reflects the values of OSU and Department of Athletics.
Opportunity for Improvement	<ul style="list-style-type: none"> • Performance may partially meet the requirements of the performance objective or core competency. • Performance warrants considerable improvement. • Specific recommendations should be discussed in order to facilitate improvement.

Core Competencies:	Performance Exceeds Expectations	Performance Meets Expectations	Opportunity for Improvement
1. Job Knowledge:		X	
2. Productivity & Quality of Work:		X	
3. Communication:		X	
4. Teamwork:	X		
5. Personal Conduct & Accountability:	X		
6. Leadership:		X	
7. Management (if applicable):			

Summary & Highlights from Past Year:

All in all, it has been a very solid year. However, at no time can you ever master a job. There is always more to be done and there is always a better way to do it. I must continue to grow and learn how to best provide the services necessary for Ohio State Football to be the National Elite Team

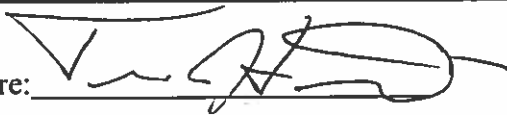
Key areas or priorities for growth / improvement / focus for the upcoming year:

My job is a very multi-faceted job. It has an endless amount of duties and responsibilities. The more connected and the more I communicate with others, the better I will be able to manage this job.

AN OVERALL RATING MUST BE DESIGNATED FOR ALL EMPLOYEES

OVERALL RATING: Meets Expectations

Employee Signature: _____



Manager Signature: _____

