

The Ohio State University
Department of Athletics
Staff Performance Review

Employee: Terence Dials
Job Title: Director of Professional Development
Manager: Chris Holtmann
Date of Review: 10/4/21

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 30th.

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.

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.

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
	Provide Academic Support/Monitor	X		
	Find Opportunities for Community Engagement			X
	Mentorship for life after basketball		X	

Summary & Highlights of this past year:

We had several of our guys graduate and enroll in graduate school

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

Pandemic prevented our players from engaging in the community

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

Seek more opportunities for our players to engage in the community

Section II. – 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.

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):	X		

Summary & Highlights from Past Year:

Love TD and his work on our staff. He is a good mentor for our players, connects them with the community and has taken a lead role with the advent of NIL. The pandemic prevented a lot of what he does.

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

Continue to grow into the position. Find additional ways for our players to reach out, seek and connect with the community

AN OVERALL RATING MUST BE DESIGNATED FOR ALL EMPLOYEES

OVERALL RATING: Exceeds Expectations

Employee Signature: 

Manager Signature: 