

PSA Staff Evaluation Form



Review Period	
Department	
Employee Last Name, First Name	
Employee Title	
Immediate Supervisor	

The evaluation MUST be given to the employee no later than Sep 1, 2015 and should be submitted to HR no later than Sep 18, 2015.

Planning Performance at the Beginning of the Performance Period

At the start of employment and/or the year to be evaluated using the job description, and the Competencies Dictionary as a guideline, the supervisor is to determine and list the performance competencies that are most relevant to the individual's job. The supervisor is encouraged to consult and collaborate with the employee after initial employment. Performance requirements should be customized for departmental/functional and leadership competencies that are most relevant to success in the position.

Performance Ratings:

- 1. PERFORMANCE WHICH MEETS JOB REQUIREMENTS** - Performance which consistently meets and or frequently exceeds the position requirements. Demonstrates an inexhaustible learning curve and professional commitment to the position's responsibilities while meeting essential expectations in all regards.
- 2. PERFORMANCE WHICH DOES NOT MEET OVERALL JOB REQUIREMENTS** - Performance meets some job requirements, but is demonstrably flawed in significant ways. Needs improvement and/or performance falls consistently below job requirements and reasonable expectations.

Prior to meeting with employee and/or obtaining employee's signature, signatures of Division Head and Area VP should be obtained. After employee signature is obtained, return completed form to Human Resources.

Human Resources will share information as necessary, with appropriate representatives of the university and/or the employee. Formal, written, timely submitted rebuttals, will be shared as appropriate, prior to final certification and filing of the evaluation and prior to final merit award decisions.

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University Competencies	Rating
Team work / Collaboration	
Professionalism	
Innovative Thinking / Creativity	
Effective Communications	
Departmental / Functional Competencies	Rating

NCAA Compliance: Works in accordance with NCAA rules and regulations (if applicable)

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Overall Rating

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Comments: Must be provided if overall rating is "Does not meet requirements" (use additional sheet if required)

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Goals (use additional sheet if required)

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Employee Comments (use additional sheet if required)

<input type="checkbox"/> I concur with the evaluation.
<input type="checkbox"/> I do not concur with the evaluation.

Signatures	Date
Evaluating Supervisor/Dept Head	
Division Head	
Vice President	
<i>Evaluation provided to employee on</i>	
Employee	

PSA Staff Exceptional Performance Recommendation Form



Review Period	
Department	
Employee Last Name, First Name	
Employee Title	
Immediate Supervisor	

Exceptional Performance is defined as demonstrably superior performance for the evaluation period which consistently demonstrates a mastery of the position requirements.

Recommended for exceptional performance award:

Please provide below a summary demonstrating how the employee meets the criteria of exceptional performance as defined, listing specific contributions, characteristics and outcomes.

Justification MUST be provided if employee is being recommended for exceptional performance award.

Supervisor/Dept Head signature _____ Date _____
 Division Head signature _____ Date _____

Recommendation accepted VP signature _____ Date _____
 Recommendation not accepted



University Competency Definitions

Team work/Collaboration:

Implies that employee has the intention to work cooperatively with others, to be a part of a team, and to work together, as opposed to working separately or competitively. "Team" is broadly defined as any task or process-oriented group of individuals working in and/or outside the formal lines of authority to accomplish organizational goals.

Characteristics: Meets or exceeds expectations

Brings together coworkers for effective teamwork; Champions teamwork and cooperation; Shares all relevant and useful information with coworkers; Gives clear and precise instructions and guidelines to team; Works well with multiple teams and departments; Expresses positive attitudes and expectations of others in terms of their abilities, expected contributions, etc. Speaks of team members in positive terms; Solicits inputs and encourages others; Genuinely values others' input and expertise; Publicly credits others who have performed well; Acts to promote good working relationships regardless of personal likes and dislikes. Encourages and/or facilitates a beneficial resolution to conflicts.

Characteristics: Does not meet expectations

Appears to be incapable of working as part of team; Does not work well with multiple teams and departments; Does not share relevant and useful information with coworkers; Resists efforts to improve teamwork and cooperation; Does not deliver clear and precise instructions and guidelines to team;

Civility/Professionalism

Implies that employee conducts oneself at all times in an ambassadorial, civil, committed, and personable manner demonstrating respect for the position, fellow colleagues, departmental integrity, and the university's best interest.

Characteristics: Meets or exceeds expectations

Consistently demonstrates professionalism in performance of the job; Demonstrates understanding and commitment to core NJIT values; Demonstrates ethical behavior; Demonstrates compassion, perseverance, modesty as appropriate, and expertise to help achieve a work-related objective. Works to develop and maintain positive working relationships with coworkers; presents an appropriate professional appearance; Understands and respects practices, customs, values, and norms of other individuals and/or groups

Characteristics: Does not meet expectations

Displays commitment to values not aligned with NJIT's core values, goals or guidelines; Does not promote ethical behavior; Consistently fails to present appropriate professional appearance; Demonstrates uncooperative or adversarial attitude towards coworkers; Is not respectful of practices, customs, values and norms of other individuals and/or groups.

Innovative Thinking / Creativity

Implies that employee makes efforts to improve performance by doing new things. Introduces innovative procedure unknown in the work unit or at the University; designs and implements techniques and methods which go beyond the conventional, and has willingness to try out different solutions; has ability to champion innovation and encourage new ideas from employees.

Characteristics: Meets or exceeds expectations

Contributes new ideas and creative solutions, demonstrates willingness to accept new ideas presented by others, does not solely rely on old tried solutions, looks to do things differently to bring efficiency, plans ahead considering alternative solutions for upcoming assignments, demonstrates ingenuity and resourcefulness

Characteristics: Does not meet expectations

Actively discourages independent thoughts; is not open to new solutions and procedures; ignores new ideas suggested by coworkers; relies solely on prescribed solutions; is not open to seeking out solutions from others;

Effective Communications

Implies that employee writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty;

Characteristics: Meets or exceeds expectations

Communicates clearly; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; uses consideration and tact when offering opinions; responds timely to incoming communications; willingly shares all relevant information with coworkers;

Characteristics: Does not meet expectations

Is not able to express thoughts clearly and concisely; is consistently tardy in responding to incoming communications; fails to share information with coworkers; is not tactful in communications;