



# Amherst College Human Resources Department

## Annual Performance Evaluation

### Employee Information

Name:  Department:

Title:  Grade (if applicable):

Performance Evaluation Period: From  Thru

### Instructions

1. Complete all assessment areas, including the summary comments section. Meet with your department head to review the employee's performance evaluation.
2. Meet with the employee to discuss his/her performance. Discuss and update the job description, if necessary, and establish goals for the coming year. This time should be used to enhance communications.
3. Complete and be prepared to discuss the performance ratings as they relate to the job description. **Add additional sheets if there is insufficient space for your comments.**
4. Sign and date the form. Forward the form to the Department Head for signature, and then to Human Resources for review and filing. Include a copy of the updated job description.

### Rating Scale (Use ratings as defined below)

**CONSISTENTLY EXCEEDED PERFORMANCE EXPECTATIONS:** The employee has assumed responsibilities and performed at a level consistently above the requirements of the position. This level recognizes highly accomplished performance. The employee's overall job performance and results far exceed the objectives, requirements and expectations for the position. The employee's performance ranks at the top compared to other employees. *Documentation of additional responsibilities/projects required.*

**SUCCESSFULLY ACHIEVED PERFORMANCE EXPECTATIONS:** The employee has a complete understanding of and demonstrated ability to fulfill all the expectations of the position. The employee has performed in a fully acceptable and consistent manner. **This is the expected level of performance** and recognizes solid proficiency.

**ACHIEVED MOST PERFORMANCE EXPECTATIONS/IMPROVEMENT REQUIRED:** The employee has not demonstrated the ability to fulfill all of the expectations of the position. This may be because the employee is new to the position or is handling new tasks and mastery of all tasks has not yet been accomplished. The supervisor will be required to develop a performance plan detailing expectations.

**DOES NOT MEET EXPECTATIONS:** The employee generally failed to fulfill performance expectations. This may be because tasks were not completed in a satisfactory manner or required extra direction by the supervisor. At a minimum, supervisors must prepare a detailed action plan, which includes areas in need of immediate and significant improvement, and the employee will be placed in a probationary period with periodic reviews.

Rate with an X each of the following evaluation factors. The bulleted items included in each factor are provided as examples of accepted behavior, and are intended to facilitate your rating. You may use the Comments sections under each factor, or provide a detailed Summary of Comments at the end of the form.

Evaluation Factor	Consistently Exceeded Expectations	Successfully Achieved Expectations	Achieved Most Expectations	Did Not Meet Expectations
<p><b>Quality Of Work</b></p> <ul style="list-style-type: none"> <li>- Demonstrates accuracy, resourcefulness, attention to detail</li> <li>- Produces desired end results</li> <li>- Understands and adheres to proper procedures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<p><b>Productivity</b></p> <ul style="list-style-type: none"> <li>- Produces work in an efficient manner</li> <li>- Utilizes work time appropriately</li> <li>- Prioritizes work to meet deadlines</li> <li>- Changes priorities and assists with changing department Needs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<p><b>Attendance and Punctuality</b></p> <ul style="list-style-type: none"> <li>- Arrives to work on time</li> <li>- Provides advance notice of scheduled absences and tardiness</li> <li>- Adjusts schedule to meet the needs of the department</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<p><b>Dependability</b></p> <ul style="list-style-type: none"> <li>- Prepares for work assignments</li> <li>- Arrives on time for meetings and functions</li> <li>- Carries out responsibilities without close supervision</li> <li>- Responds to inquiries and problems professionally and in a timely fashion</li> <li>- Meets deadlines</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				

Evaluation Factor	Consistently Exceeded Expectations	Successfully Achieved Expectations	Achieved Most Expectations	Did Not Meet Expectations
<b>Initiative</b> - Originates new ideas - Takes independent action; demonstrates resourcefulness - Shares knowledge - Seeks opportunities for growth - Offers suggestions for and embraces change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>  				
<b>Communication Skills</b> - Listens and interprets information accurately - Fosters open communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>  				
<b>Judgment</b> - Makes decisions and takes actions based on sound reasoning and weighing of outcomes - Consults with immediate supervisor, as required - Knows when to take independent action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>  				
<b>Interpersonal Relations</b> - Considers other's viewpoints - Deals with all members of the community with courtesy, professionalism and respect - Avoids disruptive behavior - Works cooperatively with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>  				
<b>Collaboration</b> - Provides assistance to other colleagues across campus - Is willing to support the department by taking on additional responsibilities - Participates in committees or working groups - Shares information to facilitate communication and a team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>  				

Evaluation Factor	Consistently Exceeded Expectations	Successfully Achieved Expectations	Achieved Most Expectations	Did Not Meet Expectations
<b>Technical Expertise</b> - Understands and performs all technical elements of assigned work - Offers ideas for improvement - Shows proficiency with methods, techniques and equipment necessary to accomplish work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<b>Safety</b> - Acts in a safe manner - Reports unsafe conditions and practices - Participates in safety training - Requests and uses safety equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				

**Assessment Of Overall Performance Rating (If the employee has supervisory responsibilities, you may skip this portion and provide your rating at the end of the next section.)**

Indicate with an X the rating that best summarizes the employee's performance.

- Consistently Exceeded Performance Expectations
- Successfully Achieved Performance Expectations
- Achieved Most Performance Expectations/Improvement Required
- Does Not Meet Expectations

## Employees With Supervisory Responsibilities

Complete this section for employees who have responsibility for the supervision of others. This normally does not include supervising casuals and students. However, you may complete this section for employees who supervise students and casual employees.

Evaluation Factor	Consistently Exceeded Expectations	Successfully Achieved Expectations	Achieved Most Expectations	Did Not Meet Expectations
<b>Supervisory Skills</b> - Carries out responsibilities with appropriate supervision and encourages direct reports to do the same - Encourages open and honest communication - Inspires excellence in others; manages with fairness - Gives support, encouragement and recognition as appropriate - Addresses employee relations issues as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<b>Initiative</b> - Prioritizes work assignments - Exhibits creative and innovative problem solving - Responds appropriately to crisis situations Suggests solutions where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<b>Leadership</b> - Makes sound and fair decisions - Responds appropriately to all constituents - Anticipates potential obstacles and acts appropriately - Shares information appropriately - Demonstrates ability to address positive and negative Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<b>Teamwork</b> - Works with colleagues in an active and effective manner - Delegates and collaborates positively with direct reports - Collaborates across departments and encourages others to do so	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				

Evaluation Factor	Consistently Exceeded Expectations	Successfully Achieved Expectations	Achieved Most Expectations	Did Not Meet Expectations
<b>Administration</b> - Updates job descriptions to keep them current - Conducts timely evaluations - Monitors job performance issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<b>Professional Development</b> - Keeps current in professional area - Encourages direct reports to participate in professional development programs - Contributes to department through professional development programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				
<b>Diversity and Respectful Work Environment</b> - Holds others accountable for ensuring a respectful work environment - Takes appropriate actions to help support a diverse Workforce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments</b>				

**Assessment Of Overall Performance Rating**

Indicate with an X the rating that best summarizes the employee's performance.

- Consistently Exceeded Performance Expectations
- Successfully Achieved Performance Expectations
- Achieved Most Performance Expectations/Improvement Required
- Does Not Meet Expectations

**Summary Comments**

Comment on the employee's strengths, performance and special achievements during this evaluation period (use additional sheets, if necessary):

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Identify and comment on the employee's areas of opportunity and plans for improvement and/or development (use extra sheets, if necessary):

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Check here if additional sheets are attached.

**Signatures and Final Approval**

This evaluation and a current copy of my job description were reviewed with me by my supervisor. My signature indicates that I have completed these discussions, but does not necessarily imply my agreement; any areas of disagreement are noted in my comments above or in the attached document. This evaluation and any addendums will become part of my employee file. I understand that I am entitled to receive a copy of this form and its attachments, bearing all required signatures.

Employee Comments (use additional sheets, if necessary):

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Check here if additional sheets are attached.

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Employee Signature

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Date

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Supervisor Signature

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Date

Department Head Comments:

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Department Head Signature

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Date

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**This evaluation will not be considered final until it is approved by the Director of Human Resources.**

I support the recommendations of the department for this performance evaluation.

I do not support the recommendations of the department for this performance evaluation.

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date