

SUNY POTSDAM
M/C Performance Appraisal Form

Employee Name: _____

Job Title: _____ Department: _____

Period Covered by this Appraisal: _____ to _____ Discussed with Employee on: _____

Supervisor's Name: _____ Supervisor's Title: _____

INSTRUCTIONS: Complete section A of this form for all staff members.
 Complete sections A & B of this form for staff with supervisory & budgetary responsibilities.

Refer to the following definitions and circle the appropriate abbreviation for each performance statement.

Definition of Ratings

- EE – Exceeds Expected Level** Performance consistently exceeds expectations of current position. Employee shows extraordinary initiative and teamwork.
- EC – Effective and Competent** Performance meets and sometimes exceeds expectations of current position. Employee shows initiative and requires minimal direction and guidance.
- ME – Minimally Effective** Performance is at a minimally acceptable level. Employee requires prompting, guidance or direction to take action. There is need for improvement in one or more areas of performance.
- DNM – Does Not Meet Expected Level** Performance does not meet minimally acceptable standards. There is need for immediate and significant improvement.
- N/A – Not Applicable** This item does not apply.

Section A:

1. ACCOUNTABILITY

Please Circle Rating

- | | | | | | |
|--|----|----|----|-----|-----|
| A. Stated goals and objectives are met; work assignments and resources are assigned as necessary to complete tasks in a timely and effective manner. | EE | EC | ME | DNM | N/A |
| B. Overall employee performance meets the reasonable expectations of customers and administration. | EE | EC | ME | DNM | N/A |
| C. Problems are presented with alternative solutions and recommendations. | EE | EC | ME | DNM | N/A |
| D. The employee consistently meets all applicable mandatory standards and satisfactorily handles internal and external reviews and audits. | EE | EC | ME | DNM | N/A |
| E. Submits reports in a complete and timely fashion. | EE | EC | ME | DNM | N/A |

RATING: ***EE EC ME DNM N/A***

Comments: _____

2. ORGANIZATIONAL INTERACTION**Please Circle Rating**

- | | | | | | |
|--|----|----|----|-----|-----|
| A. Supports goals and objectives of the College; long-range unit/department plans reflect initiatives in support of engaging excellence. | EE | EC | ME | DNM | N/A |
| B. Demonstrates awareness of the relationship between department function and the total campus operation and works effectively with other departments on joint projects or issues. | EE | EC | ME | DNM | N/A |
| C. Contributes to a professional environment for students, employees, visitors, and other staff demonstrating the College's values and beliefs. | EE | EC | ME | DNM | N/A |

RATING: ***EE*** ***EC*** ***ME*** ***DNM*** ***N/A***
 Comments: _____

3. COMMUNICATION**Please Circle Rating**

- | | | | | | |
|---|----|----|----|-----|-----|
| A. Maintains well-defined lines of communication at all levels. Supervisor is consulted, when appropriate, and made aware of changes/plans affecting them or the unit/department's operation. | EE | EC | ME | DNM | N/A |
| B. Demonstrates written and oral communication skills consistent with the requirements of the position. | EE | EC | ME | DNM | N/A |
| C. Information flow is timely, complete, and accurate. | EE | EC | ME | DNM | N/A |
| D. Respects confidentiality. | EE | EC | ME | DNM | N/A |

RATING: ***EE*** ***EC*** ***ME*** ***DNM*** ***N/A***
 Comments: _____

4. HUMAN RESOURCES DEVELOPMENT**Please Circle Rating**

- | | | | | | |
|---|----|----|----|-----|-----|
| A. Participates in learning opportunities which contribute to the enhancement of job performance and/or career advancement. | EE | EC | ME | DNM | N/A |
| B. Demonstrates competence and initiative. | EE | EC | ME | DNM | N/A |
| C. Supports Diversity and Affirmative Action Programs and fosters a culturally diverse and inclusive environment. | EE | EC | ME | DNM | N/A |
| D. Participates in organizations and committees which enhance professional development and performance. | EE | EC | ME | DNM | N/A |

RATING: ***EE*** ***EC*** ***ME*** ***DNM*** ***N/A***
 Comments: _____

5. SELF MANAGEMENT

Please Circle Rating

- | | | | | | |
|--|----|----|----|-----|-----|
| A. Consistently meets established goals, objectives, and timeframes as established. | EE | EC | ME | DNM | N/A |
| B. Exercises sound judgment in the decision-making process; applies creativity in accomplishing assigned responsibilities and in problem solving, and in the utilization of resources. | EE | EC | ME | DNM | N/A |
| C. Engages in learning opportunities which contribute to improved performance, managerial growth and development. | EE | EC | ME | DNM | N/A |
| D. Keeps abreast of, and implements as appropriate, technical knowledge, and advances related to the position. | EE | EC | ME | DNM | N/A |

RATING: *EE EC ME DNM N/A*

Comments: _____

Section: B

1. BUDGETARY/FISCAL MANAGEMENT

Please Circle Rating

- | | | | | | |
|---|----|----|----|-----|-----|
| A. Unit/departmental budget is correctly and completely prepared. | EE | EC | ME | DNM | N/A |
| B. Unit/departmental budget is prudently administered and unanticipated expenses are minimized by appropriate planning. | EE | EC | ME | DNM | N/A |
| C. Contributes to financial viability of College by suggesting and/or implementing cost-saving measures within the unit/department. | EE | EC | ME | DNM | N/A |

RATING: *EE EC ME DNM N/A*

Comments: _____

2. LEADERSHIP

Please Circle Rating

- | | | | | | |
|---|----|----|----|-----|-----|
| A. Mission, goals, policies and priorities have been effectively communicated to all staff and are consistently monitored. | EE | EC | ME | DNM | N/A |
| B. Ensures timeliness of performance evaluations, sets measurable goals for staff, and provides constructive feedback regarding successes and opportunities for growth. | EE | EC | ME | DNM | N/A |
| C. Demonstrates acceptable managerial techniques with respect to coaching, counseling, delegation, encouraging employee feedback, documentation, and progressive corrective action. | EE | EC | ME | DNM | N/A |
| D. Ensures requests for new and vacant positions are submitted accurately and timely within the SPOLR System. | EE | EC | ME | DNM | N/A |
| E. Demonstrates leadership ability in specialty area or department. | EE | EC | ME | DNM | N/A |

RATING: *EE EC ME DNM N/A*

Comments: _____

ACCOMPLISHMENTS

Period: From _____ to _____

Summarize accomplishments achieved during the rating period to include outcomes from the _____ program goals.

<u>OVERALL RATING:</u>	<u>Please Circle Rating</u>				
	EE	EC	ME	DNM	N/A

Supervisor’s Comments:

Supervisor’s Signature: _____

Date: _____

Employee’s Comments (Optional):

I have read and understand this evaluation and discussed it with my supervisor.

Employee’s Signature: _____

Date: _____

PROGRAM GOALS

Period: From _____ to _____

List expectations based on metrics and timeframes derived from discussion between the manager and the employee.

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

I have reviewed these goals and discussed them with my supervisor.

Employee's Signature: _____

Date: _____