



**MOREHOUSE SCHOOL OF MEDICINE
NON-FACULTY PERFORMANCE EVALUATION**

Instructions: This form will be used for the employee self-assessment as well as for the manager performance assessment. Employees are required to complete a self-assessment as part of the annual performance review process. Managers should review the self-assessment and complete their own appraisal of the employee taking into consideration information provided from the employee's self-assessment.

Managers and the employees should sign the manager's final assessment after the performance discussion and return a completed copy to Human Resources.

Performance Review Form		
Employee Name:	Department:	Position:
Supervisor Name:	Supervisor Position:	Supervisor Extension:
Appraisal Start Date:	Appraisal End Date:	Date Conducted:

PERFORMANCE /COMPETENCY RATINGS		
Performance Rating	Description	Definition
5	Excellent	<ul style="list-style-type: none"> Performance that far exceeds performance requirements and is consistently performed in an excellent manner.
4	Above Average	<ul style="list-style-type: none"> Performance is above expectations and often exceeds communicated performance requirements.
3	Satisfactory	<ul style="list-style-type: none"> Performance meets expectations and occasionally exceeds performance requirements.
2	Marginal	<ul style="list-style-type: none"> Performance is slightly below what is expected. Employee needs improvement in one or more areas related to tasks and responsibilities. Problem areas need to be monitored and documented.
1	Unsatisfactory	<ul style="list-style-type: none"> Performance is consistently below required expectations and is unacceptable. Performance improvement plan is mandatory. Deficiencies must be addressed immediately and performance probation implemented.

Calculating the Performance and Competency Ratings:

The employee performance and competency ratings should be calculated separately. To calculate the employee performance and the competency rating, add the total number of points for each rating category individually and then divide by the total number of factors or responsibilities outlined. Round up or down by the tenth factor, i.e. for 3.62, check the 4 points block; for 3.35, check the 3 points block.

INSTITUTIONAL COMPETENCIES

Instructions: *Institution-wide competencies have been assigned to each position that defines position expectations at various work levels. Provide one (1) performance-rating for each competency associated with the position being evaluated. If a competency is not applicable to the position, indicate N/A for not applicable. Refer to the Career Band description for details of the applicable competencies and expectations.*

Competency	Performance Rating <i>(Indicate 5,4, 3, 2, 1)</i>	Results
Communication – The ability to effectively communicate with others both verbally and in written format.	—	
Judgment/Decision Making – The ability to make decisions that result in achieving organizational goals ranging from a task or individual level up to development of organizational strategy or policies for a large department or multiple departments. Decision making varies dependent upon level of responsibility.		
Accountability & Self Management – The ability to manage oneself through the completion of assigned duties.	—	
Supervision – The ability to manage, direct, determines and measures the effectiveness of the work of others.	—	
Problem Solving & Analysis – The ability to identify problems, generate alternatives, choose and implement solutions.	—	
Budgetary Decisions – The ability to develop and manage organizational resources (people, assets, funding).	—	
Policy Development – The ability to set and enforce organizational policies.	—	

COMPETENCY RATING *(Select one):*5 4 3 2 1

ANNUAL PERFORMANCE GOALS/OBJECTIVES

Instructions: Provide one (1) performance-rating for each goal/objective. You may add additional goals/objectives if necessary. It is a general rule, however, that most employee expectations should range between no more than 4 or 5 key objectives.

Annual Goals/Objectives (To be completed by employee and manager):		
Annual Goal/Objective	Performance Rating <i>(Indicate 5, 4, 3, 2, 1)</i>	Results

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PERFORMANCE RATING (Select one): 5 4 3 2 1

NOTE: Employees with ratings below “Satisfactory” (rating of 3 or under) will require re-evaluation in 90 days.
 Is rating below “Satisfactory”? No Yes If yes, Re-evaluation Date: _____

OVERALL RATING (Select one): 5 4 3 2 1

To determine the overall rating, add the competency rating with the performance rating and divide by two (2).

AREAS OF OPPORTUNITY:

EMPLOYEE COMMENTS :

MANAGER SUMMARY:

SIGNATURE BLOCKS:

Rated by:

Name

Title

Date

Reviewed by:

Name

Title

Date

Employee's Signature & Date:

Signing the performance evaluation indicates you have received a copy of this evaluation and it has been discussed with you. It does not mean agreement with the assessment.