

PERFORMANCE EVALUATION FORM 2016

Code 104/114 Technical Staff and Code 106/116 Clerical Staff

Employee Name	Job Title	Department
Supervisor	Appraisal Period 4/1/15 through 3/31/16	Date of Appraisal

I. **PERFORMANCE FACTOR RATINGS** Using the following definitions check the box that most closely describes the employee's performance for each of the required performance factors.

FAR EXCEEDS: Outstanding performance that always exceeds expectations, demonstrated for an extended, sustainable period of time.

SURPASSES: Very strong performance that exceeds expectations in most situations, and meets expectations in all others.

SUCCESSFULLY MEETS: Consistently strong performance, always meets expectations, occasionally exceeds expectations.

PARTIALLY MEETS: Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations.

DOES NOT MEET: Major gaps in performance against job requirements or expectations. Immediate and substantial improvements must be made.

<u>PERFORMANCE FACTORS</u>	FAR EXCEEDS	SURPASSES	SUCCESSFULLY MEETS	PARTIALLY MEETS	DOES NOT MEET
QUALITY OF WORK Consider accuracy, thoroughness, effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLEXIBILITY Consider performance under pressure and handling of multiple assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INITIATIVE Consider the extent to which the employee seeks opportunities to be proactive and to create solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEPENDABILITY

Consider the extent to which the employee completes assignments on time and carries out instructions.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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INTERPERSONAL AND COMMUNICATION SKILLS

Consider the extent to which the employee is cooperative, considerate, and tactful in dealing with faculty administrators, students and public. Customer service skills.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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RESPONSIVENESS TO FEEDBACK

Consider the extent to which the employee acts on feedback and makes adjustments.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PUNCTUALITY AND ATTENDANCE

Consider such factors as timeliness vs. tardiness or excused vs. unexcused absences.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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JOB MASTERY

Consider the employee's understanding of the position and mastery of the required and desirable skills.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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II. **PROFESSIONAL DEVELOPMENT:** (1) List all the professional development/training activities (incl. lunch and learn programs, such as Friday Focus, and online trainings) attended during the rating period. (2) Describe recommended professional development and training for the next rating period.

III. OVERALL ASSESSMENT OF PERFORMANCE

<input type="checkbox"/>	Far Exceeds Outstanding performance that always exceeds expectations, demonstrated for an extended, sustainable period of time.
<input type="checkbox"/>	Surpasses Very strong performance that exceeds expectations in most situations, and meets expectations in all others.
<input type="checkbox"/>	Successfully Meets Consistently strong performance, always meets expectations, occasionally exceeds expectations.
<input type="checkbox"/>	Partially Meets Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations
<input type="checkbox"/>	Does Not Meet Major gaps in performance against job requirements or expectations. Immediate and substantial improvements must be made.

IV. **SUPERVISOR COMMENTS:** Use this section to summarize the employee's overall performance, strengths and weaknesses and to make recommendations going forward.

V. **EMPLOYEE COMMENTS:** This section may be used to comment on your evaluation.

Employee: *sign and return form to your supervisor within 48 hours of receipt*

Date

Supervisor: *sign and present to employee*

Date

*Return Completed Performance Evaluation Form to:
The Office of Human Resources and Faculty Services
345 E. 24th Street, 6th Fl. – Room 630S
New York, NY 10010
by April 30, 2016*