



PERFORMANCE EVALUATION FORM 2016

Code 100/110 Administrators & Code 103/113 Professional Research Staff

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

Section I is to be complete by the employee being evaluated.

- I. **SELF EVALUATION:** Describe the major responsibilities of your position and accomplishments this year in approximate order of importance. After you complete this section, forward this form to your supervisor.

Sections II to V are to be completed by the Supervisor.

II. **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 sets own constructive work practice and recommends and creates own procedures.	<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"/>
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"/>

RESPONSIVENESS TO FEEDBACK

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Consider the extent to which the employee acts on feedback and makes adjustments.

PUNCTUALITY AND ATTENDANCE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Consider such factors as timeliness vs. tardiness or excused vs. unexcused absences.

JOB MASTERY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Consider the employee's comprehension of facts, policies, procedures and goals.

MENTORING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Encouraging employees to be their very best by providing feedback, development, opportunities, positive reinforcement and appreciation for their efforts.

MODELING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Setting a positive example by remaining calm in crisis, encouraging and supporting collaboration and teamwork, exhibiting humility, helping others achieve success.

MOTIVATING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Inspiring commitment, providing vision, promoting and ensuring alignment with department and College goals and values. Providing coaching and performance management.

III. **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.

IV. OVERALL ASSESSMENT OF PERFORMANCE

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

V. **SUPERVISOR COMMENTS:** Use this section to summarize strengths and weaknesses and to comment on the employee's overall performance for the rating period.

VI. **EMPLOYEE COMMENTS:** This section may be used to comment in support for or disagreement with appraisal and observations recorded on this form.

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*