



LYCÉE FRANÇAIS DE NEW YORK ANNUAL EMPLOYEE PERFORMANCE EVALUATION

For Non-Teaching Staff

EMPLOYEE NAME:

SUPERVISOR NAME:

JOB TITLE:

DEPARTMENT:

PERIOD OF EVALUATION

From:

To:

EMPLOYEE INSTRUCTIONS:

1. Complete sections entitled "Employee" on attached form.
2. If you have selected a rating of Unacceptable (1), Needs Improvement (2), or Superior (5), you must provide comments. Comments for Meets Expectations (3) or Exceeds Expectations (4) are optional.
3. Set Goals for the upcoming year.
4. Send completed form electronically to Supervisor within five business days.

SUPERVISOR INSTRUCTIONS:

1. Within five business days of receipt of the evaluation from the Employee, complete all sections entitled "Supervisor."
2. If you have selected a rating of Unacceptable (1), Needs Improvement (2), or Superior (5), you must provide comments. Comments for Meets Expectations (3) or Exceeds Expectations (4) are optional.
3. Review "Goals" and make suggestions or adjustments as necessary.
4. Set a meeting with the Employee to review the fully completed evaluation within five business days of receipt of the review from the employee.
5. After the initial meeting, the Supervisor may adjust the review at the Supervisor's discretion, but another meeting with the Employee must be set to review the final evaluation within five days of the initial meeting.
6. The final evaluation form must be signed by the Employee and the Supervisor to indicate that the Employee has reviewed the final evaluation.
7. The original, signed evaluation form must be submitted to the Director of Human Resources within three business days of the final review.
8. One copy of the evaluation form should be retained by the Employee and another copy should be retained by the Supervisor.

MARKING INSTRUCTIONS

1. The evaluator should indicate the employee's performance by using **check box** next to the appropriate level of performance.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and teamwork factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** - Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** - Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** - Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** - Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PART I - PERFORMANCE FACTORS

1. Knowledge, Skills, Abilities - Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials, resources and equipment as they relate to performance.

Employee					Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

2. Quality of Work - Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and school policies.

Employee						Supervisor				
1 ○	2 ○	3 ○	4 ○	5 ○		1 ○	2 ○	3 ○	4 ○	5 ○

Employee Comments:

Supervisor's Comments:

3. Time Management - Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; meet work schedules?

Employee						Supervisor				
1 ○	2 ○	3 ○	4 ○	5 ○		1 ○	2 ○	3 ○	4 ○	5 ○

Employee Comments:

Supervisor's Comments:

4. Work Habits - To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

5. Communication - Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

6. Professional Development-Strives to learn and improve, seeks out ways to better themselves and the school through workshops, conferences and classes.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

PART II - PROFESSIONAL CHARACTERISTICS

1. Dependability - Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

2. Cooperation - How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

3. Initiative - Consider how well the employee seeks to streamline operations, assumes greater responsibility, monitors projects independently, and follows through appropriately.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

4. Adaptability - Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

5. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

6. Judgment - Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

7. Attendance and Punctuality - Evaluate employee's attendance and punctuality.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

8. Acculturation - Consider how well the employee has integrated into the multicultural environment of the Lycee. Does the employee show a sensitivity to all of the cultures of the Lycee?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

PART III - PROFESSIONAL ADVANCEMENT FACTORS

1. Leadership - Consider how well the employee demonstrates effective supervisory/ teamwork abilities; gains respect and cooperation; inspires and motivates subordinates and colleagues; directs or collaborates group toward a common goal.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

2. Teamwork - How well does the employee demonstrate the ability to delegate or collaborate with others in order to accomplish work; effectively motivate staff and team members; to define/complete assignments?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

3. Planning and Organizing - Consider how well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

4. Administration - How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and effectively utilize funds, staff or equipment?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

5. Collaborative Management - Consider how well the employee serves as a role model; provides guidance and opportunities to their colleagues for their development and advancement; resolves work-related employee problems; assists colleagues in accomplishing their work-related objectives. Does the employee communicate well with colleagues in a clear, concise, accurate, and timely manner and make useful suggestions?

Employee						Supervisor				
1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>		1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>

Employee Comments:

Supervisor's Comments:

PART V - SUMMARY OF JOB PERFORMANCE EVALUATION

SECTION	TOTAL POINTS
Performance Factors	
Professional Characteristics	
Professional Advancement	
Goals/Objectives/Assignments	
Total Score	

PART VI - TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Signature: _____

Date: _____

APPENDIX 1: ESTABLISHMENT OF OBJECTIVES FOR THE COMING YEAR

With reference to the position responsibilities, list at least 3 but no more than 5 goals, objectives, projects or special assignments which should be continued and/or completed in the coming year. It is understood that these goals, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the evaluator at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

Goal #1

Title						
Objective						
Goal Weight						
Action Item	Steps	Measurement of Success	Accomplishments	Due	Weight (%)	Score

Goal #2

Title						
Objective						
Goal Weight						
Action Item	Steps	Measurement of Success	Accomplishments	Due	Weight (%)	Score

Goal #3

Title						
Objective						
Goal Weight						
Action Item	Steps	Measurement of Success	Accomplishments	Due	Weight (%)	Score

Goal #4

Title						
Objective						
Goal Weight						
Action Item	Steps	Measurement of Success	Accomplishments	Due	Weight (%)	Score

Goal #5

Title						
Objective						
Goal Weight						
Action Item	Steps	Measurement of Success	Accomplishments	Due	Weight (%)	Score

Employee Comments:

Supervisor's Comments:

Supervisor's Signature: _____

Date: _____

Employee's Signature: _____

Date: _____