

RHODE ISLAND SCHOOL OF DESIGN

Employee Evaluation Form *(supervisor completes)*

Interactive Form. Click [] on the Employee's [] name field, then tab [] over to or click on [] other fields.

employee's name

position title

length of service at RISD

number of years in current position

annual review period

from

to

supervisor's name

supervisor's title

The objectives of this process are to facilitate communication between employee and supervisor, to arrive at a fair evaluation of performance, and to indicate specific areas in which development, training and/or support may be needed. Please refer to the Staff Evaluation Process Guidelines for more information.

Review of Primary Job Responsibilities *(from official job description)* and Individual Goals *(set at last year's Performance Evaluation)*

list primary responsibilities and goals

(use additional pages if necessary)

comments

	<input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations	
	<input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations	
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	<input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations	
	<input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations	

Review of Performance Factors

list of factors to be considered

comments

<p>communication</p> <ul style="list-style-type: none"> • presents information, issues and ideas so that others clearly understand what is being communicated • listens well with an open mind; is attentive to what others are communicating and receptive to information and feedback • effectively uses available technology for purposes of communication • recognizes and reconciles differing positions and develops optimal solutions through skillful diplomacy and compromise • interacts sensitively and professionally with people from diverse backgrounds 	<ul style="list-style-type: none"> <input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations 	
<p>service orientation</p> <ul style="list-style-type: none"> • understands and anticipates the needs of internal/ external constituencies and works to gain their trust and respect • balances the needs and expectations of internal/external audiences with RISD's priorities • responds to constituent needs in a timely manner 	<ul style="list-style-type: none"> <input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations 	
<p>creative problem solving</p> <ul style="list-style-type: none"> • makes sound and rational decisions in a timely manner • approaches challenges with creativity and a positive attitude • anticipates potential problems whenever possible and works proactively to resolve them • adapts to change with flexibility 	<ul style="list-style-type: none"> <input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations 	
<p>use of resources</p> <ul style="list-style-type: none"> • uses RISD's materials and financial resources efficiently and effectively in accordance with policies and procedures • demonstrates awareness for RISD's policies and procedures on health, safety and environmental protection, and follows them accordingly 	<ul style="list-style-type: none"> <input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations 	
<p>collaboration</p> <ul style="list-style-type: none"> • creates and sustains an atmosphere of trust and respect, open to the diversity of ideas and opinions of all employees • works effectively with others toward shared goals • shares information and knowledge, and helps colleagues to learn and improve skills whenever possible • places institutional and departmental objectives before individual preferences 	<ul style="list-style-type: none"> <input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations 	
<p>leadership</p> <ul style="list-style-type: none"> • shows an effective working knowledge of institutional culture, policies and procedures, and ensures consistency of application • readily accepts responsibility for her/his actions; shares credit for accomplishments • offers understandable, direct and frequent feedback, and actively seeks feedback from others • demonstrates a strong commitment to attaining RISD's diversity goals 	<ul style="list-style-type: none"> <input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations 	
<p>supervision and management</p> <ul style="list-style-type: none"> • actively mobilizes, motivates and leads others toward departmental and organizational goals • manages budget effectively and efficiently; uses resources to support department goals; follows financial procedures and guidelines; keeps accurate financial records • manages day-to-day operations in a style that allows employees to feel appreciated and valued; gives and seeks feedback from staff • evaluates staff fairly, constructively and on time • delegates tasks and responsibilities clearly, fairly, and appropriately • sets clear, consistent expectations and goals; manages for high performance and takes corrective action as necessary 	<ul style="list-style-type: none"> <input type="radio"/> exceeds expectations <input type="radio"/> fully meets expectations <input type="radio"/> does not meet expectations 	

Overall Evaluation Provide a narrative summary of the ratings from previous sections of the form.

Goals for Next Year List goals that support critical job responsibilities, important developmental goals and applicable department objectives. Describe each goal as specifically as possible, making sure to include measurable performance indicators. Include expected completion dates.

Employee's Response If you (the employee) have any additional comments about the performance management process and its results, please note them here, attaching additional pages, if necessary.

Supervisor's Comments I can further support your development and growth at RISD by:

Save a copy of your self-evaluation to your hard drive.

employee's signature

date

Signing this form signifies that you have reviewed this document; it does not necessarily imply agreement with its content.

supervisor's signature

date

next level supervisor's signature

date