

UTICA COLLEGE

PROFESSIONAL PERFORMANCE EVALUATION FORM

EMPLOYEE IDENTIFICATION		
EMPLOYEE NAME	TITLE	DATE OF HIRE
SUPERVISOR	DEPARTMENT	EVALUATION PERIOD
TYPE OF EVALUATION:	ANNUAL <input type="checkbox"/>	3 MONTH <input type="checkbox"/>
		SPECIAL <input type="checkbox"/>

The purpose of this form is to assess the performance of this employee and to assist in his or her professional growth and development. A letter format may be used instead of this form if all areas are addressed, but the letter must be attached to this form and the performance assessment (overall rating) must be completed as well as employee and supervisor signatures on page 5 of the evaluation form.

Timing

Annual Performance Evaluation must be completed between January and March each year.

3-month Introductory Evaluation must be completed just prior to the completion of the employee's 3-month orientation period.

Special Performance Evaluation may be done at supervisor's discretion.

A scale of 1 through 4 is used to indicate the employee's performance as follows:

- 4 **Exceeds high performance expectations.** *The employee consistently produces excellent results, assumes responsibilities beyond those normally assigned, and demonstrates exceptional ability when faced with demanding responsibilities.*
- 3 **Meets Utica College's standard high performance expectations.** *The employee produces expected results, assumes all regularly assigned responsibilities, seeks new challenges, solves problems independently, meets deadlines, follows policy and procedures, and prioritizes work effectively.*
- 2 **Needs improvements to meet performance expectations.** *The employee usually performs at or close to job requirements. The employee may require extra assistance in setting and maintaining focus on priorities, following instructions, understanding policies and procedures, meeting deadlines, producing accurate work, and/or maintaining productive work relationships.*
- 1 **Does not meet performance expectations.** *Not performing to the requirements of the job. Needs a high degree of supervision and direction. Needs to work immediately to correct performance deficiencies.*

SECTION A: JOB RESPONSIBILITIES

In light of the employee's job description and goals and objectives, 1) briefly list the major responsibilities for the position; 2) weight each responsibility according to its importance; and 3) rate the employee on each job responsibility and give examples that most accurately illustrate your rating.

RESPONSIBILITY	Weight	Rating
1) _____ Examples: _____	_____ %	_____
2) _____ Examples: _____	_____ %	_____
3) _____ Examples: _____	_____ %	_____
4) _____ Examples: _____	_____ %	_____
5) _____ Examples: _____	_____ %	_____

SECTION B: PERFORMANCE TASKS

Here are five categories of tasks that relate to job performance. Under each category, list additional tasks specific to this job position. Again, rate the employee on a scale from 4 (Exceeds Performance) through 1 (Does not meet expectations); please mark N/A if the item is not applicable to the employee or if you lack sufficient information to make an accurate judgment.

1. JOB KNOWLEDGE

OVERALL RATING _____

Optional: Individual Ratings

Demonstrates knowledge of job requirements, skills, procedures, techniques and principle _____

Keeps current on changes in technical knowledge _____

Expands knowledge of the job and how it relates to other jobs _____

Other: _____

Performance in this category since last year's evaluation *Improved* *Maintained* *Declined*

Examples of "job knowledge" that illustrate your ratings:

2. HUMAN RELATIONS

OVERALL RATING _____

Optional: Individual Ratings

Practices two-way communications:

Establishes rapport easily, allows others to express themselves, and perceives accurately what is being said _____

Provides constituents with complete, timely, and relevant information in an organized fashion _____

Verbal communication is clear and precise _____

Written communications seldom need clarification _____

Has sufficient contacts with others and is sensitive to their needs for information _____

Provides feedback and performance evaluations to subordinates in a timely manner _____

Works harmoniously with others (*may wish to seek consultation with others*) _____

Motivates peers and subordinates to accomplish goals (*may wish to seek consultation with other*) _____

Delegates responsibility where appropriate and encourages others to grow in responsibility _____

Other: _____

Performance in this category since last year's evaluation *Improved* *Maintained* *Declined*

Examples of "human relations" and customer service illustrations that support ratings:

3. MANAGEMENT SKILLS AND HABITS

OVERALL RATING _____
 Optional: Individual Ratings

Practices problem solving:

Assesses problems accurately and is alert to potential problems in plans _____

Takes an active role in developing solutions; recognizes and uses the special talents of others in solving problems _____

Is able to cope with unanticipated events _____

Makes and implements plans:

Proposes plans that are effective, innovative and flexible _____

Sets goals that are realistic, clear and defined _____

Assigns tasks to maximize capabilities of those involved and expects a realistic amount of work from others _____

Initiates and sustains action towards goals, and completes tasks on time _____

Displays good decision-making:

Gathers pertinent facts before making decisions _____

Consults with those with special knowledge or expertise and identifies realistic alternatives _____

Makes sound and timely decisions, which benefit Utica College _____

Is efficient and fiscally responsible in meeting responsibilities _____

Other: _____

Performance in this category since last year's evaluation *Improved* *Maintained* *Declined*

Examples of "management skills and habits" that illustrate your ratings:

4. WORK RESULTS

OVERALL RATING _____
 Optional: Individual Ratings

Meets deadlines _____

Is productive in working on, or completing, job responsibilities and goals _____

Completes work of acceptable quality _____

Achieves appropriate balance between work quality and quantity _____

Takes responsibility for actions _____

Other: _____

Performance in this category since last year's evaluation *Improved* *Maintained* *Declined*

Examples of "work results" that illustrate your ratings:

5. COMMITMENT TO JOB AND COLLEGE

OVERALL RATING _____
 Optional: Individual Ratings

- Observes work schedule expectations _____
- Presents self in appearance and attitude that is appropriate to the position _____
- Acts in a manner that is consistent with policies and goals _____
- Displays an effort to serve the institution and promote its interests beyond specific job responsibilities and goals _____
- Other: _____

Performance in this category since last year's evaluation *Improved* *Maintained* *Declined*

Examples of "commitment to job and institution" that illustrate your ratings:

PERFORMANCE ASSESSMENT – Overall rating (check one)

112 - 148	<input type="checkbox"/>	EXCEEDS HIGH PERFORMANCE
75 - 111	<input type="checkbox"/>	MEETS UTICA COLLEGE'S STANDARD HIGH PERFORMANCE EXPECTATIONS
38 - 74	<input type="checkbox"/>	NEEDS IMPROVEMENT TO MEET PERFORMANCE EXPECTATIONS
0 - 37	<input type="checkbox"/>	DOES NOT MEET PERFORMANCE EXPECTATIONS

If there is a change in the rating from the last evaluation, state the major reason for that change:

SECTION C: SUMMARY

COMMENTS ON STRENGTHS AND ACCOMPLISHMENTS—Identify the top three most significant strengths and job accomplishments.

COMMENTS ON AREAS/SKILLS REQUIRING DEVELOPMENT—Identify the top three areas where this employee needs to improve. (Set or suggest some new goals for the employee)

ACTION	RESPONSIBILITY OF	COMPLETION DATE

EMPLOYEE AND SUPERVISOR SIGNATURES, acknowledging that the two have discussed this performance evaluation. (The employee’s signature does not imply agreement with the content; the employee is encouraged to attach his/her own interpretation to this form.)

Signature of employee

Signature of supervisor

Date

Date

Initials of:
HR Director _____
VP/Dean _____