

**Performance Evaluation**

Exempt Employees

Period of Time Covered by Performance Evaluation

**From To**

(Example 2/1/05) (Example 1/31/06)

**(NOT TO EXCEED ONE YEAR)**

| **Name** | **Title** |
| --- | --- |
| **Department** | **Person Number** |

**Purpose of Review (Check One)**

**[ ]** Annual evaluation

[ ]  Change in supervisor

[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Supervisor Signature** | **Print Name** | **Date** |
| --- | --- | --- |
| **Employee Signature\*** | **Employee Title** | **Date** |

**\*Acknowledges receipt of Performance Evaluation. Signature does not imply endorsement of or agreement with performance evaluation.**

**Performance Evaluation**

Rating

| **Rating** | **Rating Definition** | **Rating** | **Rating Definition** |
| --- | --- | --- | --- |
| **1** | **OUTSTANDING** – Performance that consistently exceeds the requirements of the position. Individual continuously makes extraordinary contributions to objectives of the unit and organization. | **4** | **IMPROVEMENT REQUIRED** – Performance that is below what is expected of the position and requires improvement. Individual requires frequent guidance, supervision and follow-up. |
| **2** | **EXCEEDS JOB EXPECTATIONS** – Performance that exceeds the requirements of the position. Individual consistently generates high quality results well above position requirements, particularly in critical and important performance areas. | **5** | **UNSATISFACTORY** – Performance that does not meet the minimum requirements of the position and the necessary improvements have not been forthcoming. |
| **3** | **MEETS JOB EXPECTATIONS** – Performance that is consistent with the expectations, standards, and requirements of the position. Consistently meets objectives, fully utilizes abilities and experiences to produce the desired results that are expected from a qualified employee. | **NA** | **NOT APPLICABLE** – Not applicable. |

**SECTION 1: PERFORMANCE**

| **[ ]** Narrative Evaluation Attached(at discretion of supervisor) | List the specific objectives/assignments from the employee’s performance program and describe the employee’s performance in relation to the above rating scale. Rate performance in the boxes provided to the right of each duty listed according to the scale provided above as compared with your evaluation criteria/specific performance measures. |
| --- | --- |

|  | **Evaluative Comments** | **1** | **2** | **3** | **4** | **5** | **NA** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Insert Performance Program Duties/Responsibilities: |  |  |  |  |  |  |  |
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**[ ]** Additional duties and responsibilities with evaluative comments attached.

**SECTION 2: GENERAL COMPETENCIES**

|   | **Evaluative Comments** | **1** | **2** | **3** | **4** | **5** | **NA** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **JOB KNOWLEDGE/POTENTIAL** * Possesses the competence, knowledge and experience to perform the job effectively and efficiently
* Applies technical and procedural knowledge to get the job done
* Continuously expands job knowledge and keeps abreast of new developments
* Displays innovation
 |  |  |  |  |  |  |  |
| **INTERPERSONAL RELATIONS/SKILLS**  * Cooperative, considerate and tactful in dealing with customers, co-workers and the public
* Gains confidence and trust of others
* Exhibits appropriate sensitivity to others
* Works effectively with others on a team
 |  |  |  |  |  |  |  |
| **RELIABILITY AND COMMITMENT** * Consistently meets deadlines
* Responsive
* Able to juggle competing priorities without sacrificing quality/accuracy
* Demonstrates commitment to unit and University goals
* Can be trusted to follow through on commitments
 |  |  |  |  |  |  |  |
| **COMMUNICATION** * Clearly and convincingly expresses thoughts, ideas or facts orally and in writing
* Responds appropriately to both written and oral directives
* Insures clear, timely communications to others
* Builds effective formal and informal communication channels
 |  |  |  |  |  |  |  |
| **JUDGMENT/ACCOUNTABILITY*** Uses good judgment and follows up
* Anticipates and identifies problems and helps to bring about resolutions
* Is open to or offers different solutions
* Determines what to handle independently and what to refer
* Is accountable and takes responsibility for own decisions and actions
 |  |  |  |  |  |  |  |
| **CUSTOMER SERVICE (If Applicable)*** Provides quality service to customers
* Seeks feedback from internal and external customers
* Anticipates customer needs
* Continuously searches for ways to increase customer satisfaction
 |  |  |  |  |  |  |  |

| **Rating:** | **Evaluative Comments** | **1** | **2** | **3** | **4** | **5** | **NA** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **MANAGEMENT/SUPERVISION (If Applicable)*** Visualizes, creates, communicates and sustains a positive environment
* Delegates appropriately
* Promotes teamwork and cooperation
* Effectively motivates, coaches, develops and evaluates subordinates
 |  |  |  |  |  |  |  |

**SECTION 3: ADDITIONAL COMMENTS**

| Supervisors may use this section to comment on positive contributions the employee has made in **university service** (e.g. successful committee work, participation in local campus and SUNY governments, and involvement in campus related student or community activities), **continuing growth** (e.g. continuing education, professional development activities, participation in professional organizations, involvement in training programs or research), or **mastery of specialization** (e.g. degrees, licenses, awards, honors, and reputation in professional field). |
| --- |
|  |
| **Supervisory Plan (Required for ratings of “improvement required” or “unsatisfactory”)** |
| Indicate areas in need of improvement and steps that will be undertaken by employee and/or supervisor to achieve these ends during the next evaluation period. Indicate and explain any total or partial lack of achievements of objectives set in the Performance Program or General Competencies. **For all ratings of “Improvement Needed” or “Unsatisfactory” indicate recommendations for training, development and professional development activities.** |
|  |
| **Overall Performance Summary** |
| Supervisor must check overall performance.[ ]  **Satisfactory****[ ]  Unsatisfactory** |

| Use the space below to make comments regarding your performance evaluation. Or, attach a separate sheet. |
| --- |
|  |

**SECTION 4: EMPLOYEE COMMENTS**