

**Performance Evaluation**

Non-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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|  | **Evaluative Comments** | **1** | **2** | **3** | **4** | **5** | **NA** |
| --- | --- | --- | --- | --- | --- | --- | --- |
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**[ ]** Additional duties and responsibilities with evaluative comments attached.

**SECTION 2: GENERAL COMPETENCIES**

|   | **Evaluative Comments** | **1** | **2** | **3** | **4** | **5** | **NA** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ADAPTABILITY/FLEXIBILITYAdapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs. |  |  |  |  |  |  |  |
| COMMUNICATIONCommunicates relevant information clearly and concisely; listens and takes responsibility for understanding; works well in a team environment; shares knowledge and respects differences. Meets all team deadlines and responsibilities, listens to others and values opinions, welcomes newcomers and promotes a team atmosphere. |  |  |  |  |  |  |  |
| DECISION MAKING/JUDGMENTRecognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others. Requests new responsibilities, generates new ideas. |  |  |  |  |  |  |  |
| DEPENDABILITYMeets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements. |  |  |  |  |  |  |  |
| CUSTOMER FOCUSHandles customer questions and complaints, handles service problems politely and efficiently, always available for customer, builds customer confidence, ensures commitments to customer are met, maintains pleasant and professional image. |  |  |  |  |  |  |  |
| TECHNICAL SKILLSUnderstands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues. |  |  |  |  |  |  |  |
| PRODUCTIVITYManages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, and handles information flow. |  |  |  |  |  |  |  |
| QUALITYIs attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems. |  |  |  |  |  |  |  |
| SUPERVISORY SKILLS (if applicable):Makes effective use of personnel; trains, instructs, guides, and develops employees to do better work and assume more responsibility; effectively delegates, monitors, and follows up. |  |  |  |  |  |  |  |

**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). |
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|  |
| **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** |

**SECTION 4: EMPLOYEE COMMENTS**

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