

MANAGEMENT CONFIDENTIAL

 PERFORMANCE EVALUATION

Employee’s Name: Name Date: Select date

Office/Department: Department name

Evaluation Period: Select date to Select date

Campus Title: Campus title MP Rank:

Budget Title: Budget title

Appointment Date: Select date

Immediate Supervisor/Title: Name/Title

Where appropriate, the performance of professionals is to be examined in view of the following criteria: *Effectiveness in Performance, Mastery of Specialization, Professional Ability, Effectiveness in University Service*, and *Continuing Growth* (Article XII, Title C, SUNY Policies of the Board of Trustees). Other criteria as appropriate may also be considered as identified in the employee’s performance program.

**PART 1:**

**SUMMARY OF OVERALL PERFORMANCE EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES:** (Evaluative comments- In this space the supervisor should make specific comments related to the employee’s Performance Program for this evaluative period, focusing on fulfillment of the primary duties and responsibilities, and short and long-term objectives. Evaluative comments should be tied to the general categories as identified in Part 2 below. Also, cite commendable performance and/or areas in need of improvement.)

**PART 2:**

The employee will be rated according to these categories. A description for each rating is provided below. Please take careful consideration when assessing the employee’s performance. Descriptions are provided as examples in each category. Employees should be evaluated based on the relevance of each category and corresponding examples in accordance with the specific scope of responsibility and job duties associated with the position.

|  |  |
| --- | --- |
| Exceptional | Demonstrates and applies exceptional level of knowledge and skills; consistently excels; demonstrates satisfactory or exceptional achievement on all goals |
| Successful | Demonstrates the appropriate level of knowledge and/or skills; performs effectively and consistently; demonstrates satisfactory achievement on all goals  |
| Needs Improvement | Demonstrates a lack of knowledge and/or skills in one or more areas; does not perform consistently; fails to demonstrate satisfactory achievement on one or more goals |

**Evaluation Criteria:**

**Accountability**

[ ] Exceptional [ ] Successful [ ] Needs Improvement [ ] N/A

* reliability; responsiveness
* ownership of work obligations and responsibility for own actions
* follow through on assignments; keeps commitments
* good judgement in word and action
* careful management of College resources
* adherence to federal, state, SUNY and College policies and procedures

**Leadership**

[ ] Exceptional [ ] Successful [ ] Needs Improvement [ ] N/A

* effective leadership, supervision (where applicable) and support consistent with the mission and values of the College
* fosters a positive and meaningful work environment through personal example that motivates others to perform at the highest level
* implements goals and objectives consistent with College strategic plan
* plans, delegates and manages staff progress effectively (where applicable)
* acts with integrity
* leads from an institutional as well as a divisional, departmental or functional unit perspective

**Teamwork/Collaboration**

[ ] Exceptional [ ] Successful [ ] Needs Improvement [ ] N/A

* creates a meaningful working environment
* establishes productive working relationships
* encourages staff to problem-solve internal and external to the department
* shares credit and recognition for team accomplishments
* respects ideas and opinions of others, leading to informed decisions

**Creativity, Continuous Improvement and Change Management**

[ ] Exceptional [ ] Successful [ ] Needs Improvement [ ] N/A

* flexibility and adaptability to changing priorities and needs of the organization
* stays current with literature of the field and developments in the field; committed to professional development
* supports the professional development of others; fosters new learning and behaviors that influence change
* reasonably appropriate tolerance for ambiguity and uncertainty

**Communications**

[ ] Exceptional [ ] Successful [ ] Needs Improvement [ ] N/A

* effective listening, speaking, and writing
* values information sharing as well as confidentiality as appropriate
* selects and uses appropriate modes of communication
* seeks to understand others’ point of view, clarifies and confirms messages with the sender
* identifies and interprets essential information needed for superiors, peers, staff, and others

**Service, Civility, Inclusion**

[ ] Exceptional [ ] Successful [ ] Needs Improvement [ ] N/A

* investment in College citizenship by participation in committees and College events beyond one’s immediate professional responsibility as agreed upon with supervisor
* respectful and courteous to all regardless of status or rank or personal characteristics
* embraces and acts upon Geneseo’s commitment to maintain an inclusive, diverse workplace

**Managing Staff Development**

[ ] Exceptional [ ] Successful [ ] Needs Improvement [ ] N/A

* provides timely, constructive, and balanced feedback
* seeks to utilize performance program and appraisal process developmentally through consultation
* builds confidence of others to fulfill work-related aims

**PART 4:**

**EMPLOYEE COMMENTS MAY BE PROVIDED:**

**PERFORMANCE EVALUATION SUMMARY**

**OVERALL PERFORMANCE RATING:**

Supervisor must check overall performance (select one).

 [ ]  **Satisfactory**

[ ]  **Unsatisfactory**

I have read this evaluation and discussed the contents with my supervisor. My signature does not necessarily represent agreement.

Signature of Employee Date

Signature of Immediate Supervisor (Evaluator) Date

**Distribution**

Original: Official Personnel File

Copies: Employee

Evaluating Supervisor