**Annual Performance Evaluation Form**

**FY 2020**

EMPLOYEE BEING REVIEWED:

DATE:

All Clark University employees are expected to exhibit the core values of the institution that are imbedded in the University’s mission and The Administrative and Staff Compact (attached).

The purpose of the performance review is to provide a time for focused, thoughtful discussion between the employee and their supervisor that reinforces performance expectations and outlines achievements, challenges and barriers. Other important functions of the performance review include:

* Identifying opportunities to enhance how an individual’s work positively affects and contributes to the overall effectiveness of departmental and University objectives
* Providing employees with a time to “check-in” with supervisors
* Developing documentation that supports a variety of employment decisions
* Highlighting performance growth, development and coaching opportunities
* Developing goals for the coming year that link the success of a department or unit to the overall success of the University.

**Part I – Performance Assessment**

How you would assess this employee’s performance over the past year? Acknowledge accomplishments and demonstrated strengths, as well as challenges.

**Part II – Core Competencies Rating Guide**

[ ]  **C**ommendable (or better) – *Consistently meets* expectations and goals with a high level of performance and consistent record of achievement.

[ ]  **S**atisfactory (or better) – *Meets* expectations and most goals and demonstrates initiative and desire to learn and grow.

[ ]  **A**pproaching Expectations – *Has not yet demonstrated the ability to meet* all expectations of the job, but has the capacity to do so. **Comments required.**

[ ]  **N**eeds Improvement - Improvement needed in multiple areas. **A performance improvement plan required.** **Comments required.**

[ ]  Not Applicable (N/A)

**The core values outlined in the Clark Administrative and Staff Compact should be used as a reference for responding to the factors being reviewed.**

| Factors for Review | Rating | Comments |
| --- | --- | --- |
| INDIVIDUAL EFFECTIVENESS:Is highly productive, exhibits sound judgement, and makes informed decisions. Makes effective use of time and available resources to achieve objectives. Is self-aware enough to identify and take responsibility for enhancing one’s own skill development. Is accountable for one’s actions. |       |       |
| COLLEGIAL ORIENTATION:Demonstrates the ability to work independently and as a team player. Serves as a trusted and credible resource to others. Displays a collaborative and cooperative mindset in the workplace and exhibits high standards of tact and sincerity to accomplish goals. |       |       |
| EMBRACE THE MISSION OF THE UNIVERSITY: Demonstrates commitment to Clark University and its mission in all aspects of their work and interactions.  |       |       |
| COMMITMENT TO DIVERSITY & INCLUSION:Shares in the responsibility for building a community that respects diversity and the uniqueness of others; exhibits integrity in their performance; and creates an atmosphere of fairness, value and belonging. |       |       |
| COMMUNICATION AND COLLABORATION: Expresses ideas and information (verbally and in writing) that is complete, clear, concise, timely, and appropriate to the audience. Listens closely and is open to the suggestions from others.  |       |       |
| SUPERVISION & LEADERSHIP (where applicable)For employees with supervisory responsibilities, serves as a role model for others. Coaches and mentors staff; provides timely and constructive feedback; identifies challenges and boundaries; and identifies training needs to address skill development opportunities. |       |       |

**Overall Performance**

(based on Core Competencies Rating)

 [ ]  **C**ommendable [ ]  **S**atisfactory [ ]  **A**pproaching Expectations [ ]  **N**eeds Improvement

 (or better) (or better)

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**Part III – Goal Setting**

**Required for staff with leadership and/or management responsibilities.** Please identify 2-3 goals for the coming year for the employee and/or their unit/department that will advance the work of the unit and positively contribute to the University. How will success towards meeting these goals be measured? (i.e. what will need to be accomplished to declare success?) Please use the table below to list the employee’s major goals for the upcoming year.

|  |  |  |
| --- | --- | --- |
| **Description of Goal** | **Expected Outcome/Measure of Success** | **Expected Timeframe** |
|       |       |       |
|       |       |       |
|       |       |       |

**Part IV – Employee/Supervisor Acknowledgement**

Has performance dialogue between supervisor and employee taken place?

YES Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOT YET Scheduled for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please PRINT Name clearly: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments of Evaluator’s Supervisor:

Signature of Evaluator’s Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please PRINT Name clearly \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee’s Comments:

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s signature does not imply agreement with appraisal, but indicates that s/he has reviewed the evaluation and any areas needing improvements are clear to the employee.

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Please return signed documents to Human Resources along with the employee’s self-assessment form