

# VASSAR COLLEGE

## Performance Evaluation

Employee's Name: \_\_\_\_\_

Employee's Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Review Time Period: \_\_\_\_\_

Review Date: Probation ( ) Annual ( ) Other ( )

RATINGS	
1=	Performance consistently exceeds all requirements
2=	Performance exceeds most requirements
3=	Performance meets all requirements
4=	Performance fails to meet some requirements while meeting others
5=	Performance consistently fails to meet requirements

Description	Rating	Examples
<p><u>Quality</u>: Understands how to prioritize work. Produces accurate work with minimal errors.</p>		
<p><u>Quantity</u>: Completes work assignments on time and maintains consistent work level during periods of high volume and change. Asks for help, if needed, to ensure deadlines are met.</p>		
<p><u>Attendance</u>: Demonstrates reliability, timeliness and consistency in attendance</p>		

Description	Rating	Examples
<p><u>Communication</u>: Effectively communicates to others in the community both written and oral, listens carefully to the requests of others</p>		
<p><u>Innovation</u>: Willingness to try new and different approaches to reach department goals. Uses creativity, imagination and information to develop ideas. Strives to improve.</p>		

<p><u>Working relationships</u>: Treats people internal and external to the Vassar Community with respect. Supports department decisions and is aware and committed to department mission. Aware of duties and responsibilities of other department members. Assists in training new department members. Collaborates with others.</p>		
<p><b>Description</b></p>	<p><b>Rating</b></p>	<p><b>Examples</b></p>
<p><u>Job Knowledge</u>: Keeps current with developments in areas of responsibility related to their job function. Communicates actively, provides and accepts constructive feedback.</p>		
<p><u>Complete for Supervisors Only</u>: effectively manages team, demonstrates leadership, provides opportunity for team development</p>		

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<b>Total Rating</b>	
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**Non Supervisory Scale** = Exceeds All Requirements\_\_\_\_(1-7 pts) Exceeds Most Requirements\_\_\_\_(8-14 pts) Meets Requirements\_\_\_\_(15-21 pts) Meets Some/Fails Some Requirements\_\_\_\_(22-28 pts) Consistently Fails To Meet requirements\_\_\_\_(29-35 pts)

**Supervisory Scale** = Exceeds All Requirements\_\_\_\_(1-8 pts) Exceeds Most Requirements\_\_\_\_(9-16 pts) Meets Requirements\_\_\_\_(17-24 pts) Meets Some/Fails Some Requirements\_\_\_\_(25-32 pts) Consistently Fails To Meet Requirements(33-40pts)

**Summary of Overall Performance:**


**Action Plan** (complete only for employees who have a performance rating of “fails to meet some requirements while meeting others” or “consistently fails to meet requirements”).

Job Skill	Define how the job should be improved	When

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**Personal Development Plan (developed with the employee)**

Job Skill / Goals	Action Item	When

**Employee Comments:**


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Reviewer's Signature

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Employee's Signature

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Date