

Employee's Name: _____
 Employee's Position: _____
 Supervisor: _____
 Review Time Period: _____
 Review Date: 60 Day () 90 Day () Annual ()

VASSAR COLLEGE

Performance Evaluation

In the space below, evaluate and provide examples of performance relative to requirements:

- Performance consistently exceeds all requirements
- Performance exceed most requirements
- Performance meets all requirements
- Performance does not meet some requirements while meeting others
- Performance consistently does not meet requirements

Description	Evaluation & Examples <i>(This section is required to be completed.)</i>
<u>Quality</u> : Understands how to prioritize work. Produces accurate work with minimal errors.	
<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.	
<u>Attendance</u> : Demonstrates reliability, timeliness and consistency in attendance	
<u>Communication</u> : Effectively communicates to others in the community both written and oral, listens carefully to the requests of others	
<u>Innovation</u> : Willingness to try new and different approaches to reach department goals. Uses creativity, imagination and information to develop ideas. Strives for continuous improvements	
<u>Working relationships</u> : Supports department decisions and is aware and committed to department goals. Aware of duties and responsibilities of other department members. Assists in training new department members.	
<u>Job Knowledge</u> : Keeps current with developments in areas of responsibility related to their job function. Communicates effectively, provides and accepts constructive feedback.	

Summary of Overall Performance:

Action Plan (complete only for employees who have a performance rating of “needs improvement” or “unsatisfactory”)

Job Skill	Define how the job should be improved	When

Personal Development Plan (developed with the employee)		
Job Skill / Goals	Action Item	When

Employee Comments:

Reviewer's Signature

Employee's Signature

Date