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# Administrators Performance Assessment Form

This Performance Assessment Form is designed to link employee performance to Le Moyne's mission and values as reflected in the Jesuit tradition and to provide guidance and consistency to the assessment process. It should be used to summarize and assess the employee's overall performance for the past year, to establish results to be achieved for specific tasks or projects for the next year, and to identify professional development goals to enable the employee to enhance performance in his/her current position or to prepare him/her for future growth.

This written performance assessment is the final phase of the ongoing performance and assessment process. It is a formal assessment of performance over a specified period of time based on expectations identified by the supervisor and shared with the employee. It provides feedback to the employee and assists in planning for the next performance period. Informal performance assessment is the on-going feedback required for effective supervisor/employee relations. The written assessment should not replace on-going feedback and communications regarding job performance.

## **Performance Levels**

The following performance categories or key result areas reflect a set of responsibilities and outcomes/results expected of all professional employees. While each employee is accountable for overall performance in every category, in some instances certain criteria within a category may not be relevant to a particular position and therefore should not be considered. Likewise, additional criteria not listed here may be relevant to a particular department or position and should be added in the space provided.

Use the following rating scales to assess performance in each area and for the employee's overall performance. Refer to the employee's position description to review essential areas of responsibility when evaluating performance. Add comments which support or clarify the rating assigned in the space provided.

#### E Exceptional

Performance consistently far exceeds expectations due to exceptionally high quality of work performed in all *essential* areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of division, department, or College objectives. This rating is achievable by any employee though given infrequently.

#### **EE** Exceeds expectations

Performance represents achievements above established standards and consistently demonstrates strong performance toward goals and the quality of work overall was excellent.

### **ME Meets expectations**

Performance consistently met expectations in all *essential* areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.

#### I Improvement needed

Performance did not *consistently* meet expectations – performance failed to meet expectations in one or more *essential* areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined in Section 4, including timelines, and monitored to measure progress.

#### **U** Unsatisfactory

Performance was consistently below expectations in most *essential* areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. In Section 4, a plan to correct performance, including timelines, must be outlined and monitored to measure progress.

						Title:		
Assessment Period: From:	to:					Dept.:		
all employees in achieving succe desirable performance.	ess in	s desc their p	ribe the	man	ner i ttribu	Competencies  n which the job duties are performed and are essential for ute/Competency descriptions are intended as examples of		
Ability to organize and carry out duties; includes setting priorities, following instructions, meeting deadlines and developing agenda of discussion issues; commitment of time to accomplish goals and objectives; reliability, dependability, and availability to meet job requirements; learns and uses technology to improve productivity.			ME			Comments		
Service Orientation	E	EE	ME	I	U	Comments		
Strives to be welcoming, courteous and helpful; responds to requests in a timely manner; maintains composure when addressing problems or concerns.								
Communications	E	EE	ME	I	U	Comments		
Openly exchanges information in a timely manner; knows who to keep informed; listens and understands; uses discretion with confidential information; writes and speaks in a clear, concise manner with others, internally and externally.								
Relationships with Others	E	EE	ME	I	U	Comments		
Develops and fosters professional relationships; acts as a teacher, mentor, and/or coach to others in the workplace; listens to and acknowledges other ideas and concerns, even when holding a different opinion; regulates own emotions, thoughts and feelings								
Resources Management	E	EE	ME	I	U	Comments		
Understands fiscal responsibility and effectively manages department and/or College budgetary resources; considers overall financial impact of activities and decisions.								

	E	EE	ME	Ι	U	Comments
Demonstrates commitment to the College's diversity goals; deals effectively with people of all races, nationalities, cultures, abilities, ages, genders, sexual orientations, etc.; demonstrates respect for opinions and beliefs of others.						
Problem Solving and Judgment	E	EE	ME	I	U	Comments
Takes initiative to identify and resolve problems; demonstrates ability to examine problems/issues in new ways; maintains diplomacy when handling sensitive situations or complaints; reaches sound decisions and exercises good judgment.						
Integrity	E	EE	ME	Ι	U	Comments
Demonstrates commitment to Le Moyne's vision, mission and core values; participates in College service initiatives; follows College/department policies, standards, and procedures; follows through on commitments and agreements; holds self accountable for mistakes.						
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The following additional attribut	es/co	mpete ts) in a	encies a	re ess	sentia	tes/Competencies  If for supervisors and for certain other employees in their positions. Attribute/Competency descriptions are
The following additional attribute (depending upon position require	es/co	mpete ts) in a	encies a	re ess	sentia	al for supervisors and for certain other employees
The following additional attribut (depending upon position require intended as examples of desirable	es/co emen e per	ompete ts) in a forma	encies a achievii nce.	re ess	sentia	ol for supervisors and for certain other employees in their positions. Attribute/Competency descriptions are
The following additional attribut (depending upon position require intended as examples of desirable Change Management  Uses discernment regarding change and embraces change when it is important to do so; enrolls others in the change process; provides resources, removes barriers, and acts as an advocate for those initiating	es/co emen e per	ompete ts) in a forma	encies a achievinnce.	re ess	sentia ccess	ol for supervisors and for certain other employees in their positions. Attribute/Competency descriptions are

Influences	E	EE	ME	I	U	Comments
Promotes the OneLeMoyne vision by emulating a culture of support and mutual respect. Approaches each interaction with a positive attitude.						
Building Teamwork	E	EE	ME	I	U	Comments
Exercises leadership skills and assists the group in effectively using individual's abilities to meet department goals; provides guidance when the team is off track; inspires others to see and contribute to the achievement of the organizational vision; promptly recognizes and tackles moral problems.						
Performance Management	E	EE	ME	I	U	Comments
Clearly communicates performance expectations to employees; monitors progress and gives timely and objective feedback; formal performance reviews are accurate, thorough and completed within established deadlines; promotes professional development of others.						
Empowerment	E	EE	ME	I	U	Comments
Delegates responsibility to others based on their ability and potential; allows others to perform responsibilities within their job scope; provides guidance and support for others as needed.						

# **Section II: Overall Performance Rating**

Consider the performance levels from Sections. Select a level to describe the employee's overall performance throughout the entire review period. Supervisors should use their professional judgment in considering all these factors as they arrive at the Overall Performance Rating.

E	EE	ME	I	U

Comments (	(Optional)	•

# **Section III: Past Year's Goals**

State work goals and professional development goals as defined in past year's assessment and list results achieved. If no goals were formally set, please cite primary accomplishments.

Work Goals
Develop Ashiron I/Drive and Assessable beauty
Results Achieved/Primary Accomplishments:
Professional Development Goals
Results Achieved/Primary Accomplishments:

## Section IV: Goals for Next Year's Performance Assessment

# **Performance Development Plan** Based on the position's major responsibilities, outline key results and competencies expected of the employee during this performance period. **1.Key Results Expected**: What are the most important objectives, outcomes, and/or special assignments to accomplish in order to be successful during this time period? **2.Key Competencies Expected**: What are the most important knowledge, skills, abilities, and behaviors that the employee should demonstrate in order to be successful? **Training & Development Needs/Opportunities** What training and development needs and opportunities should the employee focus on during this performance period? Organization Support (Optional) What suggestions do you have as to how your supervisor, human resources, or others can better support you in your present job and future career goals? Position Linkage with Organizational Mission & Strategic Plan How do the duties and responsibilities of this position link or contribute to the achievement of the OneLeMoyne vision, the mission goals, and the objectives of the institution? Provide brief summary.

Employee's Signature:

Vice President's Signature: \_\_\_\_\_

Supervisor's Signature:

Date:

Date:

Date: