



St. Lawrence University is made up of a diverse group of individual professionals dedicated to our students' success. All individual University employees are required to improve their knowledge and skills on a continuous basis.

EVALUATION ADMINISTRATIVE DETAIL

Employee Name: _____ Department: _____

Job Title: _____ Evaluator: _____

Date of Hire (DOH): _____ Position DOH: _____ Review Period: _____ To: _____

Position has supervision responsibilities? Yes No # Direct Reports: _____

Evaluation Purpose: Completion of Orientation Annual Transfer Other _____

Additional Reviewer? Yes No Reviewer: _____ External Feedback Included? Yes No If yes, List Names: _____

PERFORMANCE EVALUATION RATING SCALE

Review the Performance Evaluation Rating Scale below for guidance in completing the evaluation. Any questions should be directed to the Human Resource Department.

U	Unsatisfactory	Performance is consistently below expectations. An action plan is required to address performance deficiencies. Work collaboratively with Human Resources.
ND	Needs Development	Performance meets some, but not all, expectations. Acceptable performance must be more consistent to be evaluated as "Meets Expectations."
M	Meets Expectations	Performance consistently meets, and occasionally exceeds, the expectations of the position.
E	Exceeds Expectations	Performance consistently exceeds the expectations of the position.

INSTRUCTIONS

SECTION I: JOB SPECIFIC PERFORMANCE FACTORS. Insert specific "Job Duties" to be evaluated based on the position responsibilities. Include key responsibility areas from the job description, annual goals, and/or specific assignments. Then assign the appropriate rating (U/ND/M/E) based on the comments/examples. Examples or comments must be included for all U, ND, or E ratings. **(To be completed by both the Manager and Employee)**

SECTION II: PERFORMANCE BEHAVIORS, WORK CAPACITY AND COMPETENCIES. Review the sample competencies at the end of this form and add the competency to be evaluated based on position expectations. Add comments. Assign a rating from the Rating Scale. Examples/specific comments must be included for all U, ND, and E ratings. Mutual agreement about M (meeting expectations) examples are encouraged but not required. **(To be completed by both the Manager and Employee)**

SECTION III: KEY GOALS, TALENT REVIEW, AND DEVELOPMENT PLANS (To be completed by Employee and Manager)

SECTION IV: PERFORMANCE EVALUATION SUMMARY. (To be completed by Manager)

SECTION I: JOB-SPECIFIC PERFORMANCE FACTORS
(To be completed by both the Manager and Employee)

<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> . <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Job Duty:</i> <i>Comments / Examples:</i>	<u>Employee Rating</u>	<u>Manager Rating</u>
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<i>Section I Job Specific Ratings</i>		

SECTION II: PERFORMANCE BEHAVIORS, WORK CAPACITY AND COMPETENCIES
(To be completed by both the Manager and Employee)

Insert Competency here:

Comments:

	Employee	Manager

Insert Competency here:

Comments:

	Employee	Manager

Insert Competency here:

Comments:

	Employee	Manager

Insert Competency here:

Comments:

	Employee	Manager

Insert Competency here:

Comments:

	Employee	Manager

Insert Competency here:

Comments:

	Employee	Manager

	Employee	Manager
Number of Topics: _____		
Section II Competency Rating		

SECTION III: KEY GOALS, TALENT REVIEW, AND DEVELOPMENT PLANS
 (To be completed by Employee and Manager)

If Goals were established in last performance evaluation, list progress in the section below:

PREVIOUS GOALS FROM _____ TO _____ (fill in dates)

SPECIFIC GOAL	Not Yet Started	In Progress	Date Completed

FUTURE GOALS FROM _____ TO _____ (fill in dates)

SPECIFIC GOAL	Expected Date Of Completion

BARRIERS TO EFFECTIVE WORK/GOAL ATTAINMENT/JOB SATISFACTION

List any barriers to your job that, if eliminated, would increase your effectiveness and/or job satisfaction.

II. List SKILLS, TALENTS AND CAREER DEVELOPMENT

III. Professional Growth & Development Plans

At least annually, we want to address your personal career planning. (We cannot provide a guarantee of advancement or employment).

SECTION IV: PERFORMANCE EVALUATION SUMMARY
(To be completed by Manager)

Section I: Job Specific Performance Factors (indicate overall rating. May indicate noteworthy areas for specific "U", "ND", "M", "E" categories)	<u>Employee</u>	<u>Manager</u>
Section II: Performance Behaviors, Work Capacity and Competencies Comments on topics of greater or less impact (indicate overall rating. May indicate noteworthy areas for specific "U", "ND", "M", "E" categories)	<u>Employee</u>	<u>Manager</u>

EMPLOYEE COMMENTS: (THE SPACE BELOW IS FOR YOUR COMMENTS. YOU MAY INCLUDE YOUR OVERALL ASSESSMENT, ACCOMPLISHMENTS AND HIGHLIGHTS FOR THE EVALUATION PERIOD

SUPERVISOR COMMENTS:

EMPLOYEE ACKNOWLEDGEMENT:

In signing below, I acknowledge that I have been given the opportunity to review the contents of this performance evaluation, and that my job performance was discussed with me. My signature does not necessarily imply agreement with the contents of the evaluation.

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

APPROVAL(S):

Signature / Title: _____ Date: _____

Signature / Title: _____ Date: _____

Sample Competencies

1. Personal management

Personal management means that you understand yourself and are conscious of the implications of your interactions with others. You are aware of colleagues' value and you respect their roles.

2. Communication

Communication means that you're comfortable using a broad range of communication styles and you choose appropriate, effective ways to communicate to different audiences in diverse situations. You write clearly, you listen actively, you speak persuasively and respectfully.

3. Managing information

Managing information means that you are able to think critically and gather, sort, store and use information to turn data into knowledge.

4. Research and analysis

Research and analysis means that you use information from a variety of sources—including personal experience and your own observations—to identify options and solve problems.

5. Project and task management

Project and task management means that you plan, implement, manage and measure projects and tasks in a timely and directed manner.

6. Teamwork

Teamwork means that you work cooperatively and collaboratively with others to achieve collective goals.

7. Commitment to quality

Commitment to quality means that you take pride in your work and strive for excellence to achieve the best possible results.

8. Professional behavior

Professional behavior means you use sound judgment to meet or exceed your guidelines, standards and expectations.

9. Social responsibility

Social responsibility means that you recognize how your beliefs, ethics and actions fit within the context of a greater community. You also demonstrate commitment to diversity and differences of background and experience.

10. Continuous learning

Continuous learning means that you pursue and apply new knowledge and skills in all of your experiences.

11. Quantitative literacy

Quantitative literacy means you work with numbers and numerical concepts regularly and do so with skill.

12. Imagination and Creativity

Imagination and creativity mean you consider possibilities and problems from original perspectives and pose or are receptive to solutions that have not yet been tried.

13. Decision Making

Decision making means you gather information appropriate in scope and nature to the problem, then select a solution in a timely way for effective implementation.

14. Initiative

Initiative means you take appropriate action to improve your work, or you pose new solutions without being directed.