

Hampden-Sydney College
 Annual Performance Review for Exempt Positions
 Evaluation Period: April 1, 2015 – April 1, 2016



Employee Name:	Date:
Position Title:	Supervisor:

Instructions: Evaluate the employee on the job now being performed.

Key Performance Factors: Check (X) the box beside the descriptions which most nearly express your overall judgment on each quality. These qualities should assist you composing an overall statement of appraisal.

Statement of Personal Appraisal: Write a brief narrative about the employee. This area should cover strengths and weaknesses.

The care and accuracy with which this appraisal is made will determine its value to you, the employee, and the College.

PERFORMANCE FACTOR RATINGS: Using the following definitions, check the box that most closely describes the employee's performance for each of the required performance factors. If a performance factor does not apply, please leave blank.

- 1. Unsatisfactory** – Performance falls below expectations on several critical job requirements and responsibilities. Demonstrates a lack of adequate job knowledge and requisite competencies after sufficient time and training have been received. *(Comments must cite specific performance/behavioral issues that justify this rating and the disciplinary or performance planning needed to correct it.)*
- 2. Improvement Required** – Employee performance does not always meet standards or expectations. Meets most objectives and expectations but definite areas exist where achievement is falling short of being fully successful. Individual may still be learning the job and/or functions and requires additional time to develop. *(Goals should address this rating and include standards and expectations that need to be met in order to improve and the process that will be implemented in order for the employee to improve their performance.)*
- 3. Effective** – Employee fully meets requirements and expectations. Employee requires a normal degree of supervision. Knowledge and performance are solid and demonstrate a competent level of skill. Employee's contribution to the success of the team is significant.
- 4. Commendable** – Performance fully meets and often exceeds requirements and expectations. Employee requires minimum supervision. Performance is strong and demonstrates a high level of skill. Employee's contribution is substantial.
- 5. Exemplary** – Performance far exceeds all job standards and expectations. Employee requires little or no supervision. Performance regularly approaches the best possible attainment and demonstrates an extraordinary level of skill. Employee's contribution is extensive and consistent. *(Comments should speak to specific examples or performance that justifies this rating for each factor area rated at this level.)*

Key Performance Factors

Job Knowledge:

Consider degree of job knowledge relative to length of time in the current position. Consider the individual's efforts to learn new skills and maintain up-to-date job related information. Applies technical and procedural know-how to get the job done; understands job duties and responsibilities; has necessary job skills and knowledge; understands and promotes department mission and values; keeps informed of the latest developments in the area of specialty; monitors events which impact functional areas.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Communication:

Effectively conveys and receives ideas, information and directions; seeks to clarify and confirm the accuracy of their understanding or vague terms and instructions; listens effectively; demonstrates good verbal and written communication.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Teamwork/Collaboration:

Successfully works with others to achieve desired results; contributes to team projects; exchanges ideas, opinions; helps prevent, resolve conflicts; develops positive working relationships; is flexible, open-minded; promotes mutual respect.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Productivity:

Maintains fair work load; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Planning and Organizing:

Develops realistic plans; balances short and long-term goals; uses time and resources effectively; prioritizes duties in a manner consistent with organizational objectives and emergencies; meets deadlines and follows through; requests assistance when necessary to complete duties.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Problem Solving:

Anticipates and prevents problems; defines problems, identifies solutions; overcomes obstacles; helps solve problems.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Customer Orientation:

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Quality:

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Diversity:

Treats everyone equitably and fairly; embraces diversity in daily work life; works with diverse groups of employees comfortably and willingly.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Time Management:

Is punctual for work and meetings; demonstrates flexibility and adaptability to work the necessary time to achieve results; provides proper notification or advance notice for absences.

- Exemplary Commendable Effective Improvement Required Unsatisfactory

Leadership:

Encourages others to assume responsibility; effectively reaches goals through the efforts of others; fosters teamwork; actively coaches and develops talents in others.

- Exemplary Commendable Effective Improvement Required Unsatisfactory

Budget and Cost Containment:

Makes wise use of and/or approval for use of College resources; demonstrates ability to forecast and maintain budgetary projections; budgets for planned work activities and properly allocates financial resources to accomplish these goals.

- Exemplary Commendable Effective Improvement Required Unsatisfactory

STATEMENT OF PERSONAL APPRAISAL

Large empty box for personal appraisal statement.

OBJECTIVES

I. Performance Plan: Identify specific actions/behaviors the employee needs to either start doing, stop doing, and/or continue in the upcoming performance period.

What is your overall evaluation of employee?

Exemplary Commendable Effective Requires Improvement Unsatisfactory

II. Employee Comments: Enter below any comments you wish to make about your appraisal or the objectives for the upcoming year.

SIGNATURES

Employee _____

Date: _____

Immediate Supervisor _____

Date: _____

Cabinet Officer _____

Date: _____

Director of Human Resources _____

Date: _____