

Hampden-Sydney College  
 Annual Performance Review for Exempt Positions  
 Evaluation Period: March 1, 2009 – March 1, 2010

Employee Name:	Date:
Position Title:	Supervisor:

Instructions: Evaluate the employee on the job now being performed. Check (X) the box beside the descriptions which most nearly express your overall judgment on each quality. Comments, including recommendations for improvement, MUST accompany each category. The care and accuracy with which this appraisal is made will determine its value to you, the employee, and the College.

**Scale: Exceeds Expectations:** Unique and exceptional accomplishments.

**Meets Expectations:** Consistently meets the requirements of the position in all aspects.

**Needs Improvement:** Performance is inconsistent; meets some job requirements but not consistently.

**Does Not Meet Expectations:** Does not meet minimum requirements of the position or only occasionally acceptable.

<b>Key Performance Factors</b>	<b>Comments</b>	<b>Rating</b>
<p><b>Job Knowledge:</b>            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.</p>		<input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Needs Improvement  <input type="checkbox"/> Does Not Meet Expectations
<p><b>Communication:</b>            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.</p>		<input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Needs Improvement  <input type="checkbox"/> Does Not Meet Expectations
<p><b>Teamwork/Collaboration:</b>            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.</p>		<input type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> Needs Improvement  <input type="checkbox"/> Does Not Meet Expectations

<p><b>Productivity:</b> Maintains fair work load; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Planning and Organizing:</b> 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.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Problem Solving:</b> Anticipates and prevents problems; defines problems, identifies solutions; overcomes obstacles; helps solve problems.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Customer Orientation:</b> 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.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Quality:</b> Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Diversity:</b> Treats everyone equitably and fairly; embraces diversity in daily work life; works with diverse groups of employees comfortably and willingly.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations

<p><b>Time Management:</b> 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.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Leadership:</b> Encourages others to assume responsibility; effectively reaches goals through the efforts of others; fosters teamwork; actively coaches and develops talents in others.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Budget and Cost Containment:</b> 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.</p>		<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Does Not Meet Expectations
<p><b>Review Of Previous Year's Goals and Objectives (attach additional pages if necessary)</b></p>		
<p><b>Document Goals and Objectives For The Next Performance Review Period (Attach additional pages if necessary)</b></p>		

<b>OBJECTIVES</b>	
<b>I.</b>	<p><b>Performance Plan:</b> Identify specific actions/behaviors the employee needs to either start doing, stop doing, and/or continue in the upcoming performance period.</p>
<p>What is your overall evaluation of employee?</p> <p> <input type="checkbox"/> Excellent      <input type="checkbox"/> Above Average      <input type="checkbox"/> Average      <input type="checkbox"/> Poor      <input type="checkbox"/> Unsatisfactory </p>	
<b>II.</b>	<p><b>Employee Comments:</b> Enter below any comments you wish to make about your appraisal or the objectives for the upcoming year.</p>

**SIGNATURES**

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Cabinet Officer \_\_\_\_\_

Date: \_\_\_\_\_

Director of Human Resources \_\_\_\_\_

Date: \_\_\_\_\_