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| Employee Name | Job Title & Department | | Evaluation Period | Time in Position |
| Supervisor Name & Title | | Dual Report Supervisor Name & Title | | |

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| --- | --- | --- | --- |
| **Unsatisfactory** | **Needs Improvement** | **Met/Exceeded Expectations** | **Exceptional** |
| Performance was below expectations in essential areas of responsibility, with key goals and objectives missed. Contribution was typically below that of peers or incumbents in comparable position. | Performance often met, but did not consistently meet, position expectations. One (or more) of the most critical annual objectives was not met. Incumbent typically needs further coaching and development to fully meet position expectations. | Performance consistently met or exceeded Vassar's high standards and expectations. All critical annual goals were achieved. Incumbent widely recognized as a strong and valued contributor. | Performance noticeably exceeded expectations and made a unique contribution to the achievement of College or Departmental objectives. This rating is awarded to under 20% of Vassar incumbents and is typically reserved for the top performer(s) for the year. |

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| **Overall Performance for the Year**  Include how results were achieved (i.e., Leadership, Teamwork Organizational Progress, etc.) | **Overall Rating** | |
|  |  | Exceptional |
|  | Met/Exceeded Expectations |
|  | Needs Improvement |
|  | Unsatisfactory |
|  | | |

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| **Key Accountability & Goals** | **Mid-Cycle Status** | **Year-End Results** | **Rating** | |
| **1.** |  |  |  | Exceptional |
|  | Met/Exceeded  Expectations |
|  | Needs Improvement |
|  | Unsatisfactory |
| **2.** |  |  |  | Exceptional |
|  | Met/Exceeded  Expectations |
|  | Needs Improvement |
|  | Unsatisfactory |

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| **Key Accountability & Goals** | **Mid-Cycle Status** | **Year-End Results** | **Rating** | |
| **3.** |  |  |  | Exceptional |
|  | Met/Exceeded  Expectations |
|  | Needs Improvement |
|  | Unsatisfactory |
| **4.** |  |  |  | Exceptional |
|  | Met/Exceeded  Expectations |
|  | Needs Improvement |
|  | Unsatisfactory |
| **5.** |  |  |  | Exceptional |
|  | Met/Exceeded  Expectations |
|  | Needs Improvement |
|  | Unsatisfactory |
| **6.** |  |  |  | Exceptional |
|  | Met/Exceeded  Expectations |
|  | Needs Improvement |
|  | Unsatisfactory |

**Employee Comments**

Manager Signature Date

Dual Report Manager Signature Date

Second Level Review Signature Date

Employee Signature Date

