

# VASSAR COLLEGE

## Performance Evaluation

Employee's Name: \_\_\_\_\_

Employee's Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Review Time Period: \_\_\_\_\_

Review Date: 60 Day ( ) 6 Month ( ) Annual ( )

*In the space below, evaluate and provide examples of performance relative to requirements:*

**Performance consistently exceeds all requirements**

**Performance exceed most requirements**

**Performance meets all requirements**

**Performance does not meet some requirements while meeting others**

**Performance consistently does not meet requirements**

<b>Description</b>	<b>Evaluation &amp; Examples</b> <i>(This section is required to be completed.)</i>
<u>Quality</u> : Understands how to prioritize work. Produces accurate work with minimal errors.	
<u>Quantity</u> : Completes work assignments on time and maintains consistent work level during periods of high volume and change. Asks for help, if needed, to ensure deadlines are met.	
<u>Attendance</u> : Demonstrates reliability, timeliness and consistency in attendance	
<u>Communication</u> : Effectively communicates to others in the community both written and oral, listens carefully to the requests of others	
<u>Innovation</u> : Willingness to try new and different approaches to reach department goals. Uses creativity, imagination and information to develop ideas. Strives for continuous improvements	
<u>Working relationships</u> : Supports department decisions and is aware and committed to department goals. Aware of duties and responsibilities of other department members. Assists in training new department members.	
<u>Job Knowledge</u> : Keeps current with developments in areas of responsibility related to their job function. Communicates effectively, provides and accepts constructive feedback.	

<b>Summary of Overall Performance:</b>

<b>Action Plan</b> (complete only for employees who have a performance rating of “needs improvement” or “unsatisfactory”)		
Job Skill	Define how the job should be improved	When

<b>Personal Development Plan</b> (developed with the employee)		
Job Skill / Goals	Action Item	When

<b>Employee Comments:</b>

\_\_\_\_\_  
**Reviewer's Signature**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**