



Performance Evaluation

The primary purpose of a performance evaluation is to stimulate communication between a supervisor and employee with regard to job duties and responsibilities. A shared understanding of job standards, expectations, and objectives is the goal of the evaluation.

It is important that the supervisor make constructive comments leading to an improved understanding of performance requirements. Comments should be based on the performance level of the job duties and responsibilities as outlined in the employee’s job description.

Name: _____ Date: _____

Department: _____ Job Title: _____

Review Period Start Date: _____ End Date: _____

INSTRUCTIONS

Important: form must be downloaded, saved and re-opened from its saved location before completing. To ensure you’re able to use the electronic signature feature you must open the form from its saved location with Adobe and not an internet browser (right click on the document → open with → Adobe).

1. Review the employee’s position description. If changes are required, send a marked-up electronic copy to the Office of Human Resources via email: humanresources@salve.edu.
2. Complete the *Performance Factors* section of this form ([pg. 2](#)) by selecting the most accurate level of the employee’s performance for each factor, considering the entire review period. Performance level descriptions are listed below.
3. In the *Performance Factors* section, consider including brief comments that help explain the performance level selected. For details, on accomplishments and to document areas of underperformance, use the *Supervisory Comments* section ([pg. 4](#)).
4. Complete the *Goals, Objectives and Performance Expectations* and the *Development Plan* sections ([pg. 5](#)), addressing any areas of needed growth and/or improvement.
5. For employees with supervisory responsibilities, complete the *Supervisory Performance Factors* section ([pg. 3](#)).
6. Provide the completed evaluation to your Department Manager and Vice President for review and signature prior to meeting with employee. This process enables upper level supervisors to ensure that the comments provided accurately reflect the performance levels selected and gives them the ability to understand the performance levels and accomplishments of the employees within their chain of command.
7. Meet with each employee to discuss the evaluation and obtain employee’s feedback and signature. If an employee’s position description has been updated provide a copy to the employee for discussion and signature during the meeting. Provide a copy of the completed evaluation to the employee and return the original form to the Office of Human Resources via email: humanresources@salve.edu.

Performance Level	Description
Exceptional	Employee consistently exceeds performance standards
Exceeds Expectations	Employee meets and often exceeds performance standards
Meets Expectations	Employee consistently meets performance standards
Improvement Needed	Employee sometimes meets but often falls short of performance standards
Unacceptable	Significant improvement needed

Performance Factors

Please select the most accurate level for each factor below, considering the entire review period. Space has been provided for supervisor ratings and comments.

Organizational Skills: Establishes priorities, meets deadlines, and uses resources efficiently.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Job Knowledge: Understands information related to work assignments, networks, stays abreast of and adapts to changes in industry.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Effectiveness: The ability to deliver on multiple tasks/projects simultaneously; shows persistence in overcoming obstacles and maintaining commitment to meeting goals and objectives and ensures follow-through to desired results.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Decision Making and Problem Solving: Understands factors and develops sound practical solutions; makes prompt decisions, accepts responsibility, makes creative contributions to solution of problems, resolves disputes.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Initiative: Demonstrates initiative and independent action within prescribed limits. Self-motivated, willing to contribute beyond the formal job description and develops new methods and procedures.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Interpersonal and Communication Skills: Effectively communicating with others. Demonstrates positive attitude, acts as a team player, motivates and develops others. Cooperates with persons outside of department.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Managing Change and Improvement: Effective in initiating changes, as necessary, adapts to necessary changes from old methods, identifies new methods, and generates improvement in performance.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Mission Integration: How does the employee effectively incorporate the University's mission in his/her day-to-day work role?

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Check the box if the employee being reviewed is not a supervisor. No additional information in the Supervisory Performance Factors section will need to be completed.

Supervisory Performance Factors

Department planning/Strategic thinking: Ability to effectively analyze work, incorporate strategic thinking to set goals, develop plans and utilize time. The oversight required and the ability of the employee to complete work conscientiously.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Delegation and upholding department morale: Ability to create a motivating climate, achieve teamwork, train and develop, delegate work, measure work in progress, take corrective action as needed.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Conducting performance evaluations, progressive discipline, documentation – Completing performance evaluations in a timely manner, promptly addressing performance/behavior issues, maintaining documentation related to performance.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Knowledge/enforcement of University policies and procedures - Staying informed of and ensuring that employees adhere to University policies/procedures and complete any university required training. Encouraging staff/department contributions to the effectiveness of the University's mission.

Supervisor rating and comments (comments optional):

Exceptional Exceeds Expectations Meets Expectations Improvement Needed Unacceptable

Supervisory Comments

1. Noteworthy strong areas of last year's performance:

2. Performance factors requiring improvement: (for performance factors receiving a level of Improvement Needed or Unacceptable (above), provide details and a plan of action for improved performance.)

3. To what extent has last year's goals, objectives and performance expectations been accomplished: (Please provide a brief description of each goal, objective and performance expectation and how successful the employee was in accomplishing the performance expectation.)

4. Future goals, objectives and performance expectations: (To be met and evaluated on performance factors in the upcoming year.)

5. To what extent has last year's development plan been carried out?

6. Development plan: (With the employee's assistance, outline development goals, identify training, academic classes, or professional development opportunities that would benefit the employee in the next year. This should include any university required training. Indicate how you will work to support the development plans of the employee.)

Additional Supervisory Comments: (For reference purposes please use #'s above when including additional comments.)

Supervisor's signature

Print name

Date

Department Manager's signature

Print name

Date

Vice President's signature

Print name

Date

I have discussed this evaluation with my supervisor.

I have discussed this evaluation with my supervisor and have the following comments:

Employee signature

Print name

Date

Note: Your signature only indicates receipt of the evaluation, not agreement.

PLEASE RETURN THE SIGNED FORM TO THE OFFICE OF HUMAN RESOURCES VIA EMAIL:

humanresources@salve.edu