

DAEMEN COLLEGE
EMPLOYEE EVALUATION INSTRUCTION

The performance elements included in this evaluation reflect the elements critical to the success of the college. Using these instructions as a guide, discuss each element of performance, the employee's demonstrated skill and ability in that area and any suggestions for development. Use the job description and previously agreed upon goals when completing the evaluation. When preparing the employee evaluation, the supervisor should CONSIDER the following:

1. The goals that were established at the previous evaluation. For each goal, state whether or not it has been completed. If not completed, comment on the progress to date.
2. Major accomplishments during the previous period that were beyond the established goals.
3. Progress in their work since the previous evaluation.
4. Improvements that need to be made in the next twelve months.
5. Help/resources you intend to provide to assist the employee with improvement.
6. Plans for professional development directly related to the current position.
7. Job description changes since the last evaluation? Specify the changes and attach a revised job description. Discuss changes with employees during the evaluation.
8. Proposed goals for the next twelve months.
9. Other specific concerns you have and wish to discuss during the evaluation.

PERSONNEL PERFORMANCE APPRAISAL

Employee Name _____
Department _____

Position Title _____
Period Covered From _____ **To** _____

A. JOB KNOWLEDGE-Demonstrates the appropriate specialized knowledge required to perform the job; effectively performs duties & responsibilities; keeps current with new development in area of responsibility.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

B. JUDGEMENT AND PROBLEM SOLVING-Anticipates & identifies problems, gathers facts, evaluates alternatives, recommends actions, follows-up to provide resolution.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

C. SELF-MANAGEMENT-Effectively uses time & meets deadlines, punctual and reliable, works effectively with directives given, takes initiative and provides acceptable volumes of work.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

D. TEAMWORK-Shares information & resources, gives timely responses to requests made by others, establishes & maintains effective working relationships.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

E. EXCELLENCE-Consistently produces quality work compatible with College standards, work is completed thoroughly and accurately with attention to detail.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

F. INNOVATION-Discovers and implements new and improved methods and procedures for greater efficiency and service to the campus community.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

G. COMMUNITY RELATIONS-Effectively represents the College to students, their representatives and/or other off campus constituents and responds to their needs.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

H. COMMUNICATION-Effectively conveys ideas, information or instructions. Listens effectively and participates in meetings and committee assignments.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

I. SUPERVISION-Effectively delegates and coordinates the work of others, fully carries out responsibilities of the department. Provides training, development and evaluation of assigned staff. Provides effective leadership to staff.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

J. OVERALL EVALUATION-Considering all dimensions and factors, indicate the overall evaluation that best describes this employee's performance during the past 12 months.

_____ Exceeds expectations.
_____ Meets expectations.
_____ Does not meet expectations.

Comments/Suggestions/Goals: _____

Signature of Evaluator

Date _____

Signature of Individual Evaluated

Date _____

*Signature indicates that the evaluation has been discussed but does not necessarily signify concurrence. A response to this evaluation may be made on a separate sheet and attached or forwarded to the Personnel Department.