

APPRAISAL OF PERFORMANCE

Were the targets established in the previous evaluation met by the employee in terms of the quantity (promptness and speed of work) and quality (accuracy and completeness of work)?

- Yes
- No

If targets were not met by employee, please indicate why.

CORE COMPETENCIES

Communication – Communicates oral and written information concisely in a form appropriate to the target audience. Listens effectively, seeks and provides timely, frank honest feedback.

PRIORITY

- Critical
- Necessary
- Useful
- N/A

PERFORMANCE ASSESSMENT

- Surpasses Expectations
- Achieves Expectations
- Expectations Not Achieved
- Not Observed

Interpersonal – Treats people with respect and fairness. Demonstrates interest and concern for others. Recognizes need for strong professional relationship inside and outside of the College. Makes commitments and fulfills promises. Handles congenial and adversarial interactions with sensitivity.

PRIORITY

- Critical
- Necessary
- Useful
- N/A

PERFORMANCE ASSESSMENT

- Surpasses Expectations
- Achieves Expectations
- Expectations Not Achieved
- Not Observed

Customer Service – Successfully meets internal and external customer needs. Advocates for customers. Transforms internal processes to meet customer expectations. Provides satisfaction by utilizing available resources.

PRIORITY

- Critical
- Necessary
- Useful
- N/A

PERFORMANCE ASSESSMENT

- Surpasses Expectations
- Achieves Expectations
- Expectations Not Achieved
- Not Observed

Professionalism – Demonstrates knowledge of and commitment to the practices of the field. Practices high standard of behavior within an occupation. Respects and maintains the confidentiality of all issues and information. Consistently improves professional knowledge through learning, practices and teaching.

PRIORITY

- Critical
- Necessary
- Useful
- N/A

PERFORMANCE ASSESSMENT

- Surpasses Expectations
- Achieves Expectations
- Expectations Not Achieved
- Not Observed

Diversity – Demonstrates commitment in practice and philosophy to all Federal, State and City EEO laws and University policies and procedures, regarding diversity in the workplace. Shows and fosters respect and appreciation for each person. Strives to understand the world-view of others.

PRIORITY

- Critical
- Necessary
- Useful
- N/A

PERFORMANCE ASSESSMENT

- Surpasses Expectations
- Achieves Expectations
- Expectations Not Achieved
- Not Observed

Management – Committed to the organizational mission and accomplishing goals. Self-motivated; self-observant; flexible; decision maker. Elicits participation, accountability, teamwork and employee commitment. Empowers and develops staff. Manages processes through planning and strategizing. Identifies and meets objectives within time-frames and budgets. (HEO/HEA)

PRIORITY

- Critical
- Necessary
- Useful
- N/A

PERFORMANCE ASSESSMENT

- Surpasses Expectations
- Achieves Expectations
- Expectations Not Achieved
- Not Observed

Leadership – Demonstrates leadership style consistent with College values. Creates and articulates a shared organizational vision that provides a sense of mission and rationale for others. Serves as an innovative agent for meaningful change. Demonstrates courage and integrity. (HEO/HEA)

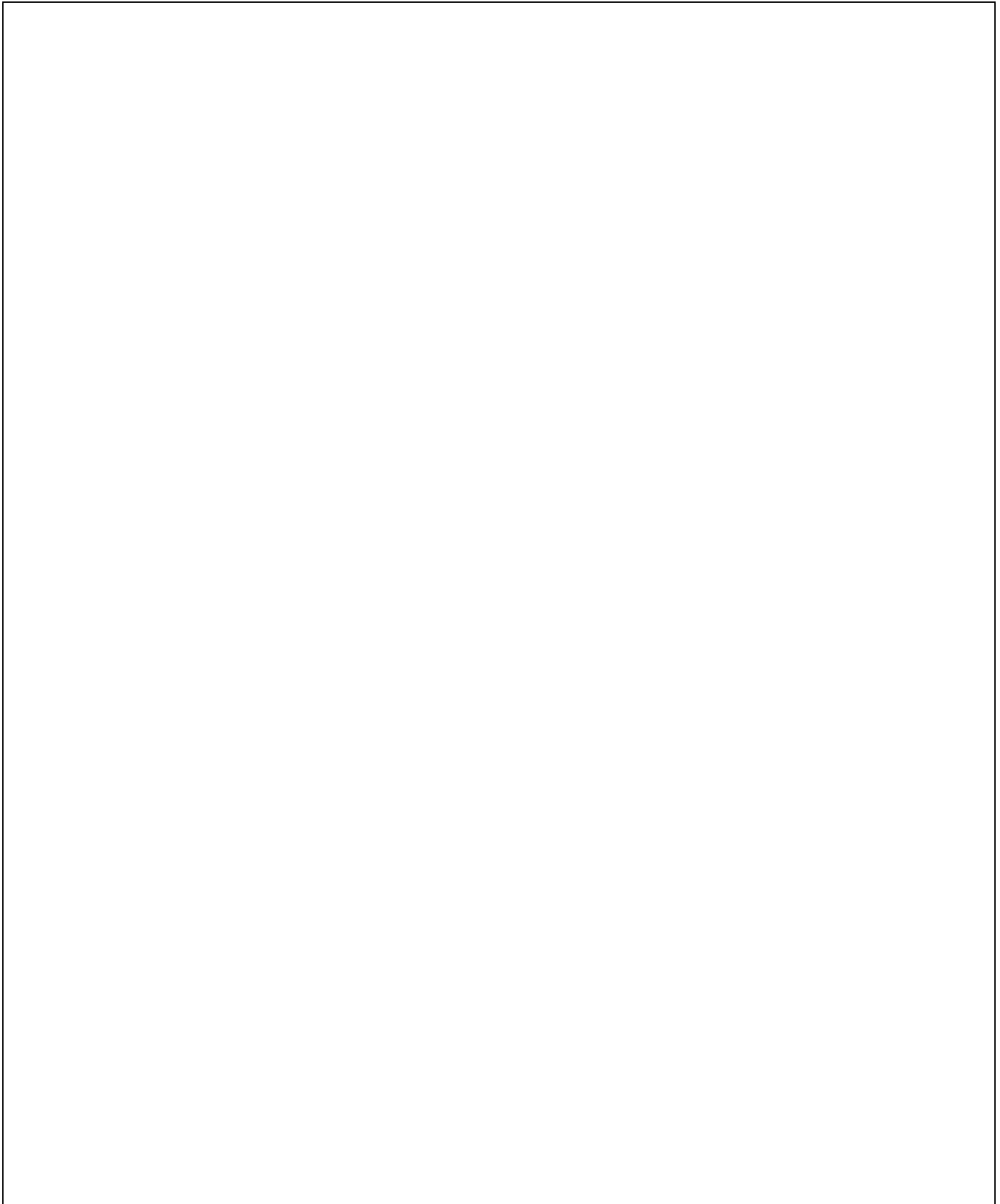
PRIORITY

- Critical
- Necessary
- Useful
- N/A

PERFORMANCE ASSESSMENT

- Surpasses Expectations
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- Expectations Not Achieved
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If you wish to cite examples of performance assessment for Core Competencies and/or any other comments, please use the space below:

A large, empty rectangular box with a thin black border, occupying most of the page below the instruction. It is intended for the user to provide examples of performance assessment for Core Competencies or other comments.

PROFESSIONAL GROWTH AND DEVELOPMENT

Particular Strengths of Employee

Areas to be improved and Developed - (indicate means for making improvements).

Projected Goals and Targets - (to be completed before the next evaluation). Goals and targets should be related to department, division and college goals.

Contributions to the College Community

It is my intention that this evaluation be considered. (**CHECK ONE**)

Satisfactory **Unsatisfactory**

The evaluation conference was held with the employee on _____

Employee's Comments:

Employee's Signature _____

Employee Refused to Sign

Print Employee's Name _____

Date: _____

Supervisor's Signature _____

Print Supervisor's Name _____

Date: _____