INSTRUCTIONS

This form is to be completed by all Lafayette College supervisors and employees.

Performance Evaluation Policy:

The goal of the College’s performance evaluation process is to promote on a regular basis a two-way discussion and review of performance between the supervisor and employee. In this way, the performance evaluation provides the College with a mechanism to give the employee feedback on his or her performance over the course of the past year, and it provides the employee an opportunity to discuss the contributions the employee has made in fulfilling job responsibilities. The College’s performance evaluation process is comprised of two parts: (1) the Performance Evaluation Form; and (2) the Goal Planning Form (both forms can be found on the Office of Human Resources webpage under “Forms”).

Process:

A written Performance Evaluation Form should be completed, reviewed, and discussed with the employee at least once every twelve months. The employee’s performance for the period between April 1 of the prior year and March 31 of the current year shall normally be the subject of the review. (For 2016, the period being reviewed will run from July 1, 2015, through March 31, 2016.) Evaluations will be conducted between April 1 and April 15, 2016.

The Office of Human Resources will send out the Performance Evaluation Form to supervisors in March and the form will also be available on the Human Resources website. Although it is not required, the supervisor may wish to give a blank copy of the Performance Evaluation Form to each employee in advance of completion of the form by the supervisor in order to receive the employee’s input on his or her performance.

The supervisor should complete the Performance Evaluation Form and set the time and date for the performance evaluation meeting with the employee. The supervisor should review the employee’s performance in light of major job requirements and the achievement of goals, and should invite employee comment.

The supervisor and the employee should then meet to discuss the Performance Evaluation Form. Both should sign off on the form. The employee may record specific comments regarding the review if he or she wishes.

The supervisor submits the Performance Evaluation Form to the department head for review. The department head signs off on the form and sends it to the Office of Human Resources.

Goal Planning:

In addition, the Goal Planning Form for the next year should normally be completed, reviewed, and discussed with the employee at the time of the performance evaluation or at
some time before the beginning of the new academic year. The Goal Planning Form identifies the employee’s goals established for that year, the achievement of which will be evaluated during the next year’s performance evaluation cycle.

Mid-Year Review:

Sometime mid-year (September – November), the supervisor and employee shall meet to discuss the progress toward reaching the goals to date. At that time, details regarding steps completed or still to be accomplished are noted. If appropriate, adjustments may be made to the goal-setting plan, but a completely new list of goals should not normally be made at this time. The Goal Planning Form shall be retained by the supervisor during the year, and shall be forwarded to the Office of Human Resources as an attachment to the Performance Evaluation Form during the next performance evaluation cycle.

College’s Mission Statement:
In an environment that fosters the free exchange of ideas, Lafayette College seeks to nurture the inquiring mind and to integrate intellectual, social, and personal growth. The College strives to develop students’ skills of critical thinking, verbal communication, and quantitative reasoning and their capacity for creative endeavor; it encourages students to examine the traditions of their own culture and those of others; to develop systems of values that include an understanding of personal, social, and professional responsibility; and to regard education as an indispensable, life-long process.

Successful Lafayette employees work to achieve the goals of their own division, support the goals of other divisions, and further the overall mission of the College. In performing their work, the most successful employees work collaboratively to provide superior service to internal and external customers and constituencies, identify innovative approaches to address challenges facing the College, and demonstrate responsible stewardship of Lafayette’s resources.
Part One: Fulfillment of Job Requirements and Achievement of Annual Goals

In this section, please describe the employee’s principal responsibilities or job requirements. Evaluate the employee’s performance in light of the individual’s principal job requirements, citing any specific accomplishments or examples from the past year. Evaluate the employee’s success in meeting goals established in a previous goal-setting meeting at the beginning of the evaluation period.

1. IDENTIFY PRINCIPAL JOB REQUIREMENT OR RESPONSIBILITY:

   A. Describe the overall responsibilities or job requirements:

      1.

      2.

      3.

      4.

      5.

      6.

   B. Specific annual goals met during the past year:
      (attach status update for previous year’s goals)
C. Describe whether employee’s work advances the College’s strategic direction and the work of others in the department/division:

D. Accomplishments during the past year:

E. Areas for development:
Part Two: Summary

Please use the space provided below to provide a summary of the employee’s performance.

What went well this past year?

What could have gone better and what will you do to address those issues?

What are ways that your supervisor can help you?
SUMMARY EVALUATION

(Put “X” in box which most closely approximates this person’s total impact on the College.)

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<tbody>
<tr>
<td>Extraordinary</td>
<td>Far exceeds normal expectations. Seldom equaled in overall</td>
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<tr>
<td></td>
<td>contribution to College’s objectives.</td>
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<tr>
<td>Good</td>
<td>Accomplishments above expected levels. Sustained and</td>
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<td></td>
<td>uniformly high performance with thorough, on-time results.</td>
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<tr>
<td>Satisfactory/M</td>
<td>Performance is as expected for a fully qualified and</td>
</tr>
<tr>
<td>Meets Expectations</td>
<td>experienced person in the position. Sometimes performance</td>
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<td></td>
<td>exceeds expectations, but not consistently.</td>
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<tr>
<td>Needs Improvement</td>
<td>Usually performs to minimum job requirements. Needs close</td>
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<td>supervision to complete tasks and produce timely results.</td>
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<tr>
<td>Unsatisfactory</td>
<td>Not performing to the requirements of the job. Needs a high</td>
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<td>degree of supervision and direction. May not have background to</td>
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<td>grasp work. Must be made aware of performance deficiencies.</td>
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Prepared By: _________________________    Date Discussed: ________________________

Supervisor Signature: _________________________

Employee Signature: _________________________

EMPLOYEE COMMENTS (Optional)

Employee Final Signature: _________________________

(If comments were made.)

Reviewed By: _________________________    Date Reviewed: _________________________

Department Head Signature: _________________________