Lafayette College

Performance Evaluation

(2017)

NAME

______________________________

JOB TITLE

______________________________

DEPARTMENT

______________________________

REPORTING TO (Name and Title)

______________________________

DATE OF APPRAISAL

______________________________

REVIEW PERIOD: From: ___________ To: ___________
INSTRUCTIONS

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.

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

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. Evaluations will be conducted between April 1 and April 15, 2017.

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 the goals established for the year, and should invite to employee comment.

After the supervisor and the employee should 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.

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.

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<th>RATING SCALE</th>
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<tr>
<td>Outstanding Performance</td>
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<tr>
<td>Very Good Performance</td>
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<tr>
<td>Satisfactory Performance</td>
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<tr>
<td>Inconsistent Performance</td>
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<td>Unsatisfactory Performance</td>
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**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 and rate the major responsibilities or job requirements:

<table>
<thead>
<tr>
<th>Responsibility or Requirement</th>
<th>Describe the employee’s performance.</th>
<th>Rating</th>
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<tbody>
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   □ Outstanding  □ Very Good  □ Satisfactory  □ Inconsistent  □ Unsatisfactory

Note: Many positions can be broken into three major areas of responsibility. If you believe you need four or more major responsibility areas, please contact Lisa Rex or Alma Scott-Buczak in Human Resources.
B. Specific annual goals met during the past year:
(attach status update for previous year’s goals)

C. Describe areas for development. Identify skills and abilities to develop as well as learning activities needed to reach established goals:

D. Describe how the employee’s work during this review period advanced the College’s strategic direction and the work of others in the department/division:
**SUMMARY EVALUATION**

*(Put “X” in box which most closely approximates this person’s overall performance during the review period.)*

| □ Outstanding Performance | The employee is expert in all aspects of their position. Employee is self-directed and seldom needs management involvement. The employee models behaviors for other employees. The employee’s performance has resulted in an extraordinarily positive impact by their significant contribution towards the success of the College and/or department. |
| □ Very Good Performance | The employee’s accomplishments are above expected levels. Employee has sustained and uniformly high performance with thorough, on-time results. The employee can be relied upon to handle difficult, special, and/or complex assignments. |
| □ Satisfactory Performance | The employee is competent in all aspects of their position. The employee needs minimal direction and can be relied upon to accomplish established goals. |
| □ Inconsistent Performance | The employee routinely performs to minimum job requirements. Employee needs close supervision on a routine basis to complete tasks and produce timely results. The employee needs to continue to develop their skill set in order to consistently meet all aspects and goals of the position. |
| □ Unsatisfactory Performance | The employee does not display competence in most aspects of their position and/or some critical aspects of the position. The employee requires frequent close supervision and immediate, significant performance improvement is required. |

Prepared By: ____________________________  Date Discussed: ____________________________

Supervisor Signature: ____________________________  ____________________________

**EMPLOYEE COMMENTS** *(Optional)*

Employee’s Signature: ____________________________

Reviewed By: ____________________________  Date Reviewed: ____________________________

Department Head Signature: ____________________________