

Lafayette College

Performance Evaluation

(2023)

Employee's Name

Employee's Job Title

Employee's Department

Reports to (Name)

Reports to (Title)

DATE OF APPRAISAL

REVIEW PERIOD

From: _____ **To:** _____

Successful Lafayette employees work to achieve the goals of their division, support the goals of their colleagues, 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.

Goal Planning and Performance Evaluation Policy:

The goal of the College's performance evaluation process is to promote, on a regular basis, ongoing two-way discussion and review of employee performance. The performance evaluation form provides a mechanism for the supervisor and employee to discuss annual performance over the past year. The College's performance evaluation process consists of three parts: 1) Goal Planning, which is done at the beginning of the review period, 2) Routine progress check-ins throughout the year, and 3) Performance Evaluation, completed at the end of the review period using this form.

Goal Planning:

The supervisor and employee should establish a reasonable set of goals/responsibilities at the beginning of each year and meet throughout the year to discuss the progress toward goal attainment. 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 normally, a completely new list of goals should not be made during these periodic discussions. Some goals may take more than a single year to complete.

Performance Evaluation Process / Instructions:

The performance review period is between April 1 of the prior year and March 31 of the current year. Evaluations will be conducted between **April 1 and April 30**. The Performance Evaluation Process this year is supported through DocuSign, which will route the evaluation through the process to be completed and signed. The components of the performance evaluation process include the following:

1. Employee completes the *Employee Reflections* section.
2. The supervisor reviews the *Employee Reflections* section at the end of the form before completing the Performance Evaluation. Supervisor completes Sections 1-4.
3. The supervisor may want to review the Performance Evaluation Form with the department head before setting a meeting date with the employee.
4. The supervisor sets the time, date, and location for the meeting with the employee.
- 5. Only after the supervisor and the employee have met to discuss the Performance Evaluation Form, should the supervisor sign off on the form.**
6. The employee should add any comments, and sign off on the form and return it to the supervisor.
7. The supervisor acknowledges any comments made by the employee and sends the form to the department head for review and signature.
8. The department head signs off on the form and forwards to the Office of Human Resources and the employee's supervisor.

EMPLOYEE REFLECTIONS: *(To be completed by employee)*

What went well this year?

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

How did you support the College community this year (i.e., diversity and inclusion, sustainability, student support, volunteer activities, committee participation, etc.)?

What could help you better meet your professional development goals?

SUPERVISOR EVALUATION: *(Complete the next sections of the Evaluation using the below rating scale.)*

RATING SCALE

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 department.
Very Good Performance	The employee's accomplishments are consistently above expected levels. Employee has demonstrated sustained and uniformly high performance with thorough, on-time results. The employee can be relied upon to handle difficult, special, and complex assignments.
Good/Satisfactory Performance	The employee is reliable, consistent and competent in all aspects of their position. The employee needs minimal direction and can be relied upon to accomplish established goals. The employee occasionally exceeds expectations.
Inconsistent Performance	The employee usually 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 developing their skillset to consistently meet all aspects and goals of the position.
Unsatisfactory Performance	The employee does not display competence in most aspects of their position or some critical aspects of the position. The employee requires frequent close supervision, and immediate, significant performance improvement is required.

1. Identify Principal Responsibilities, Requirements, and/or Goals:

Please describe and rate the employee's principal responsibilities, job requirements, or goals in this section and describe specific accomplishments or examples during this review period. (Minimum of 3 are required)

Responsibilities/ Requirements/Goals	Describe the employee's performance	Rating
		Outstanding Very Good Good/Satisfactory Inconsistent Unsatisfactory
		Outstanding Very Good Good/Satisfactory Inconsistent Unsatisfactory
		Outstanding Very Good Good/Satisfactory Inconsistent Unsatisfactory
		Outstanding Very Good Good/Satisfactory Inconsistent Unsatisfactory

Summary Rating

Place an "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 department.
Very Good Performance	The employee's accomplishments are consistently above expected levels. Employee has demonstrated sustained and uniformly high performance with thorough, on-time results. The employee can be relied upon to handle difficult, special, and complex assignments.
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Unsatisfactory Performance	The employee does not display competence in most aspects of their position and some critical aspects of the position. The employee requires frequent close supervision, and immediate, significant performance improvement is required.

Prepared By: _____ Date Prepared: _____



STOP! AT THIS POINT:

1. **In Docusign, PRINT** this document for review with your department head if needed, and schedule a meeting with your employee. **Click on "FINISH."**
2. You may share the printed evaluation with your employee during your meeting.
3. Once you have discussed employee's performance evaluation, you should come back and sign the evaluation. You will receive an email from Docusign to sign the form. Do not sign until you have met with employee. The evaluation will then be routed to the employee for their comments, and to your Department Head for their signature.
4. Once your Department Head signs the document, the process is closed, and all signatories and HR will receive a completed, final copy.

As of the date below, I have reviewed this Performance Evaluation with my Employee.

Reviewed by: _____ Date Reviewed: _____

Supervisor Signature: _____

EMPLOYEE COMMENTS: (Optional)

Employee's Signature:

Reviewed By:

Date Reviewed:

Department Head Signature: