LAFAYETTE COLLEGE

Performance Evaluation (Exempt)

Employee Information			
Employee Name		**Department**	
Job Title		**Manager Name**	
Review date		**Last review date**	

Job-related Competencies

Strategic and Operational Effectiveness	Strongly disagree	Disagree	Agree	Strongly agree
Aligns day-to-day work with department & College priorities	☐	☐	☐	☐
Exercises sound judgement in planning & execution of duties	☐	☐	☐	☐
Anticipates department & College needs and plans accordingly	☐	☐	☐	☐
Responds effectively to changing priorities and complex challenges	☐	☐	☐	☐

Comments

Leadership & Accountability	Strongly disagree	Disagree	Agree	Strongly agree
Exhibits a high level of accountability and professionalism in their role	☐	☐	☐	☐
Models effective decision-making	☐	☐	☐	☐
Contributes to a culture of responsibility & continuous improvement	☐	☐	☐	☐
Actively seeks feedback from others on their performance	☐	☐	☐	☐

Comments

Collaboration & Communication	Strongly disagree	Disagree	Agree	Strongly agree
Communicates clearly & effectively with a wide range of campus stakeholders	☐	☐	☐	☐
Helps others achieve their objectives	☐	☐	☐	☐
Fosters productive working relationships	☐	☐	☐	☐
Contributes constructively to shared initiatives	☐	☐	☐	☐

Comments

Adaptability & Problem Solving	Strongly disagree	Disagree	Agree	Strongly agree
Responds effectively to changing priorities & complex situations	☐	☐	☐	☐
Assesses situations thoughtfully & identifies practical solutions	☐	☐	☐	☐
Adapts approach as needed to maintain continuity & effectiveness in operations	☐	☐	☐	☐

Comments

Overall Employee Performance	How would you qualify the employee's performance?
Unsatisfactory Performance Employee does not meet the established expectations of the role.	☐
Developing Performance Employee does not yet consistently meet the established expectations of the role.	☐
Effective Performance Performance consistently meets the established expectations of the role. Responsibilities are carried out competently, with appropriate quality, reliability, and professionalism.	☐
Advanced Performance Performance consistently exceeds the established expectations of the role. Employee demonstrates a high level of proficiency, initiative, and impact.	☐

Summary

Areas of Strength

Areas of Development

Eligible for Merit Salary Increase	☐ Yes ☐ No ☐ Yes, with reservations

Overall Summary

Goals

Employee signature		Date	
Reviewer signature		Date	