

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercises sound judgement in planning & execution of duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anticipates department & College needs and plans accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds effectively to changing priorities and complex challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

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

Comments

Collaboration & Communication	Strongly disagree	Disagree	Agree	Strongly agree
Communicates clearly & effectively with a wide range of campus stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helps others achieve their objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fosters productive working relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contributes constructively to shared initiatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments
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Adaptability & Problem Solving	Strongly disagree	Disagree	Agree	Strongly agree
Responds effectively to changing priorities & complex situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assesses situations thoughtfully & identifies practical solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts approach as needed to maintain continuity & effectiveness in operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Summary

Areas of Strength

Areas of Development

Eligible for Salary Increase	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with reservations
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Overall Summary

Goals

Employee signature*

Date

Reviewer signature

Date

*Signature indicates receipt of this document only and may not mean employee is in agreement.