



**Contribution to the College Community and Mentorship**

Explain how you supported the College community as part of or beyond your core duties. This may include providing excellent service to students, faculty, and colleagues; participating in inclusion efforts; supporting sustainability initiatives; serving on committees; assisting with events; or engaging in service. Where have you sought advice or provided mentorship?

**Professional Development and Career Growth**

Discuss your professional development efforts during the year and identify opportunities that would help you develop in your role and prepare for future responsibilities. This may include training, certifications, cross-department learning, mentoring, or additional resources or support from the College.

# LAFAYETTE COLLEGE

## Performance Evaluation (Non-Exempt / Dual-Report)

Employee Information			
<b>Employee Name</b>			
<b>Job Title</b>		<b>Department</b>	
<b>Review date</b>		<b>Last review date</b>	
<b>Manager #1</b>		<b>Manager #2</b>	

### Job-related Competencies

Communication	Strongly disagree	Disagree	Agree	Strongly agree
Communicates in a straightforward manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds in a timely and accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates strong written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adapts style and materials effectively to communicate with different groups of people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Comments – Manager #1

#### Comments – Manager #2

<b>Self-awareness</b>	<b>Strongly disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly agree</b>
Maintains composure and professionalism in high-pressure situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates an awareness of how their actions and decisions affect others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treats mistakes and setbacks as learning opportunities	<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 – Manager #1**

**Comments – Manager #2**

<b>Results-driven</b>	<b>Strongly disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly agree</b>
Sets challenging goals for themselves	<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"/>
Prioritizes work based on the needs of the organization and its students, colleagues, customers/clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Achieves objectives even when faced with obstacles and challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments – Manager #1**

**Comments – Manager #2**

<b>Proactive Advisor</b>	<b>Strongly disagree</b>	<b>Disagree</b>	<b>Agree</b>	<b>Strongly agree</b>
Advises students/colleagues in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helps colleagues whenever they can contribute with their expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goes above and beyond in helping the customers/clients, colleagues, and students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments – Manager #1**

**Comments – Manager #2**

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

**Areas of Strength – Manager #1**

**Areas of Strength – Manager #2**

--

**Areas of Development – Manager #1**

--

**Areas of Development – Manager #2**

--

**Eligible for Salary Increase**

- Yes
- No
- Yes, with reservations

**Overall Summary – Manager #1**

**Overall Summary – Manager #2**

**Goals**

<b>Employee signature*</b>		<b>Date</b>	
<b>Manager #1 signature</b>		<b>Date</b>	
<b>Manager #2 signature</b>		<b>Date</b>	

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