

LAFAYETTE COLLEGE

Performance Evaluation (Non-Exempt)

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

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

Self-awareness	Strongly disagree	Disagree	Agree	Strongly agree
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

Results-driven	Strongly disagree	Disagree	Agree	Strongly agree
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
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Proactive Advisor	Strongly disagree	Disagree	Agree	Strongly agree
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
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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.