

# LAFAYETTE

---

# COLLEGE

## Performance Evaluation (Non-Exempt)

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

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

Comments

<b>Results-driven</b>	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"/>

<b>Comments</b>

<b>Proactive Advisor</b>	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"/>

<b>Comments</b>

Overall Employee Performance	How would you qualify the employee's performance?
<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"/>

## Summary

<b>Areas of Strength</b>

<b>Areas of Development</b>

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

## Overall Summary

## Goals

<b>Employee signature*</b>		<b>Date</b>	
<b>Reviewer signature</b>		<b>Date</b>	

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