

<b>EMPLOYEE NAME &amp; N#</b> _____ <b>SUPERVISOR'S NAME</b> _____  <b>DIVISION</b> _____	<b>EMPLOYEE TITLE</b> _____ <b>SUPERVISOR'S TITLE</b> _____  <b>DEPT/PROG</b> _____
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For additional detailed instructions [click here](#).

### Instructions

**Employee:**

1. Complete the shaded employee (EM) sections of this form.
2. Electronically sign and date page 5 of the appraisal form. Follow the instructions to create a [Digital ID Signature](#) if you have not already done so. Before finalizing the electronic signature process, you will be prompted to save your completed form.
3. Email the saved appraisal form to your supervisor.

**Supervisor:**

1. Review the employee's self-evaluation.
2. Complete the supervisor (SP) sections of the form.
3. Schedule a meeting to discuss the completed appraisal form with the employee.
4. At the conclusion of the meeting, the employee will share his/her assigned numeric acknowledgment code. Enter it onto the completed form to confirm that the meeting has happened. (The code is found in the original HR email to the employee.)
5. Electronically sign and date the appraisal form on page 5. Follow the instructions to create a [Digital ID Signature](#) if you have not already done so.
6. During signing, you will be prompted to save the form. We recommend you add your initials to the existing file name when saving.
7. Email the completed form to the Reviewer (your supervisor/Dean/designee).

**Reviewer:**

1. Review, sign and date the appraisal form. Follow the instructions to create a [Digital ID Signature](#) if you have not already done so.
2. Email the appraisal form to employee, supervisor and [HRperformance@newschool.edu](mailto:HRperformance@newschool.edu).

For additional detailed instructions [click here](#).

### How did you meet your goals that were set for the 2012–2013 academic year?

*Be specific—include at least three to five examples. (1,800 character limit)*

Employee (EM)

Supervisor (SP)

General Performance					
4	3			2	1
Exceptional	Meets Expectations			Needs some improvements	Below Expectations
Often exceeds all relevant performance standards	Consistently meets all relevant performance standards			Occasionally falls short of performance standards	Consistently falls short of performance standards

		4	3	2	1	Comments
<i>Takes initiative</i>	E M					
	S P					
<i>Punctuality</i>	E M					
	S P					
<i>Attendance</i>	E M					
	S P					
<i>Creative problem solving / resourcefulness</i>	E M					
	S P					
<i>Enthusiasm / dedication</i>	E M					
	S P					
<i>Organizational skills / ability to set priorities</i>	E M					
	S P					
<i>Acceptance of accountability</i>	E M					
	S P					
<i>Flexibility</i>	E M					
	S P					
<i>Job knowledge</i>	E M					
	S P					
<i>Meets deadlines</i>	E M					
	S P					

Please comment on your overall job performance. Has your job performance changed? If so, why? Indicate here any University departmental changes that may have contributed positively or negatively to your job performance. (1,800 character limit)

Employee (EM)

Supervisor (SP)

## University Culture of Service

4	3	2	1
Exceptional	Meets Expectations	Needs some improvements	Below Expectations
Often exceeds all relevant performance standards	Consistently meets all relevant performance standards	Occasionally falls short of performance standards	Consistently falls short of performance standards

4 3 2 1 Comments

		4	3	2	1	Comments
<b>Overall Customer service: Internal</b>	EM					
	SP					
<b>Overall Customer service: External</b>	EM					
	SP					
<b>Effective verbal and non-verbal communications</b>	EM					
	SP					
<b>Effective written communication</b>	EM					
	SP					
<b>Relationships on the job</b>	EM					
	SP					

<b>Overall attitude about the job and the University</b>	E M					
	S P					
<b>Uses team relationships and shared knowledge to accomplish goals</b>	E M					
	S P					
<b>Understands and navigates office work culture</b>	E M					
	S P					
<b>Looks for opportunities to improve processes</b>	E M					
	S P					
<b>Manages self in emotionally charged situations</b>	E M					
	S P					

## Leadership / Management If applicable; includes the supervision of faculty, staff, technicians, and students.

4	3	2	1
<b>Exceptional</b>	<b>Meets Expectations</b>	<b>Needs some improvements</b>	<b>Below Expectations</b>
Often exceeds all relevant performance standards	Consistently meets all relevant performance standards	Occasionally falls short of performance standards	Consistently falls short of performance standards

4 3 2 1 **Comments**

<b>Delegates work effectively</b>	E M					
	S P					
<b>Proficient in developing and coaching subordinates</b>	E M					
	S P					
<b>Conflict Resolution: maintains a cooperative and cohesive work group</b>	E M					
	S P					
<b>Creates Training opportunities for subordinates</b>	E M					
	S P					

## Technology Skills (as they relate to the position)

4	3	2	1
Exceptional	Meets Expectations	Needs some improvements	Below Expectations
Often exceeds all relevant performance standards	Consistently meets all relevant performance standards	Occasionally falls short of performance standards	Consistently falls short of performance standards

4 3 2 1 **Comments**

<b>Overall rating on technology skills</b>	E M					
	S P					

Comment on current uses of technology and potential for future development: (1,300 character limit)

Employee (EM)

Supervisor (SP)

## Overall Strengths & Accomplishments *Include any additional work you have done such as serve on committees and volunteer for events. (1,800 character limit)*

Employee (EM)

Supervisor (SP)

## Goals for the Upcoming Year Be specific—include at least three to five examples. (1,800 character limit)

Employee (EM)

Supervisor (SP)

## Goals for Supervisory Relationship Comment on how your supervisor can help you improve your job performance. (1,800 character limit)

Employee (EM)

Supervisor (SP)

## Professional Development (1,300 character limit)

**Development opportunities need to be jointly selected by the employee and his/her manager, and should be aligned with the employee's essential duties, performance objectives, and career aspirations within the University. These may include:**

- Participation in special projects
- 360 feedback
- Participation in mentor program
- Community activities
- External networking
- Professional associations
- Training programs
- Career development courses
- Seminars and workshops
- Online education
- Certification programs
- University-wide committee
- Team leadership assignment
- Reading materials
- Research articles
- Professional networks
- On-line Work communities
- Lynda.com training

Employee (EM)

Supervisor (SP)

## ACKNOWLEDGMENT

### 1 - Employee signs and saves

Date: \_\_\_\_\_ Signature of staff member: \_\_\_\_\_

### 2 - Email completed appraisal form to your supervisor

### 3 - Supervisor completes his/her section and meets with employee to review appraisal

### 4 - Confirmation of appraisal meeting

Staff member confirmation code \_\_\_\_\_

Confirmation represents an acknowledgement of the completed review process and does not necessarily represent agreement with the supervisor's opinions or evaluative comments.

Date: \_\_\_\_\_ Signature of supervisor: \_\_\_\_\_

Signing below acknowledges that both parties have met and discussed the contents of this performance appraisal.

### 5 - Submission to reviewer

### 6 - Reviewer reviews and signs completed appraisal

Date: \_\_\_\_\_ Signature of reviewer: \_\_\_\_\_

### 7 - Reviewer emails the completed appraisal form to the Employee, Supervisor and [HRperformance@newschool.edu](mailto:HRperformance@newschool.edu)

**Optional:** Within one week of the performance evaluation meeting, staff member may write any follow up comments to the appraisal and discuss with/submit to his/her supervisor.