

PERFORMANCE EVALUATION FORM 2020

Code 104/114 Technical Staff and Code 106/116 Clerical Staff

Employee Name	Job Title	Department
Supervisor	Appraisal Period 4/1/19 through 3/31/20	Date of Appraisal

I. VALUED BEHAVIORS	Does Not Meet	Partially Meets	Successfully Meets	Surpasses	Far Exceeds
<i>SERVICE EXCELLENCE</i> Serve internal and external customers accurately, competently, efficiently, and in a timely manner. Anticipate needs.	—	—	—	—	—
<i>COLLABORATION</i> Value the diverse backgrounds and perspectives of others. Seek and value the contribution of others and use their input to guide actions and decisions.	—	—	—	—	—
<i>QUALITY OF WORK AND ADAPTABILITY</i> Performs job accurately, thoroughly and effectively. Adjust own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments.	—	—	—	—	—
<i>INTERPERSONAL SKILLS</i> Build and maintain productive work relationships, collaborate with others to achieve common goals, listen and communicate in a way that respects and supports others.	—	—	—	—	—
<i>PUNCTUALITY AND ATTENDANCE</i> Consider such factors as timeliness vs. tardiness or excused vs. unexcused absences.	—	—	—	—	—
<i>PROFESSIONAL CONDUCT</i> Uphold University/College policies and procedures. Be respectful and truthful. Demonstrate discretion when dealing with confidential information. Project a positive and professional image.	—	—	—	—	—

II. PROFESSIONAL DEVELOPMENT: Recommended professional development for the next rating period.

III. OVERALL PERFORMANCE LEVEL

— **Far Exceeds Expectations:** Outstanding performance that always exceeds expectations, demonstrated for an extended period of time.

— **Surpasses Expectations:** Very strong performance that exceeds expectations in most situations, and meets expectations in all others.

— **Successfully Meets Expectations:** Consistently strong performance, always meets expectations, occasionally exceeds expectations.

— **Partially Meets Expectations:** Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations.

— **Does Not Meet Expectations:** Major gaps in performance requiring immediate and substantial improvements.

IV. **SUPERVISOR COMMENTS:** Use this section to summarize the employee's overall performance, strengths and weaknesses and to make recommendations going forward.

V. **EMPLOYEE COMMENTS:** This section may be used to comment on your evaluation.

Employee:

Date

Supervisor:

Date

*Return Completed Performance Evaluation Form by April 30, 2020 to:
The Office of Human Resources and Faculty Services - 6th Fl. – Room 630S
or scan and email to dental.hrfs@nyu.edu*