

FORWARD TO LINE EXECUTIVE BY 04/30/2009  
RETURN TO HUMAN RESOURCES BY 05/07/2009

**MARIST COLLEGE**  
**ADMINISTRATIVE**  
**PERFORMANCE REVIEW FORM**  
**FOR NON-SUPERVISORY STAFF**

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

OFFICE/DIVISION: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

TYPE OF APPRAISAL: \_\_\_ PROBATIONARY \_\_\_ MID-YEAR \_\_\_ YEAR END \_\_\_

DATES COVERED: \_\_\_\_\_

CURRENT STATUS: \_\_\_ FULL-TIME \_\_\_ 12-MONTH \_\_\_ 10-MONTH

\_\_\_ PART-TIME \_\_\_ OTHER

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**SECTION I – JOB DESCRIPTION REVIEW**

Supervisor and staff member must review the job description together.

Does the job description properly describe the duties and responsibilities of this position?

\_\_\_ YES \_\_\_ NO

Are there any significant duties or responsibilities which would materially change the Job Description to be \_\_\_ Added \_\_\_ Deleted \_\_\_ Rephrased?

**If there are any changes, please update the job description and attach it to the completed Performance Review.**

**SECTION IIA: PERFORMANCE OUTCOMES/RESULTS**

1. Use this section to detail/describe the major outcomes/results the staff members achieved during this review period. Cover any relevant area however the focus should be on those planned outcomes/results achieved in support of College/Unit Missions or which were priorities/projects established to support the strategic plan or the unit operating plan: Attach the completed Performance Planning Worksheet for this review period (if applicable).

**Attach Additional Sheets as Required**

**SECTION IIB: PERFORMANCE CATEGORIES AND CRITERIA**

The following performance categories or key result areas reflect a set of responsibilities and outcomes/results expected of all professional staff members. While each staff member is accountable for overall performance in every category, in some instances certain criteria within a category may not be relevant to a particular position and therefore should not be considered. Likewise, additional criteria not listed here may be relevant to a particular department, unit or position and should be added in the space provided.

Use the following rating scales to evaluate performance in each area. Add comments which support or clarify the rating assigned in the space provided. (Attach additional pages as necessary to appropriately document ratings).

*Performance Rating Scales*

- Exceptional:** Outcomes achieved/performance consistently exceeds expectations/plans in all performance categories/key areas of responsibility, and has had a measurable impact, departmental or college wide in at least one performance category/key areas of responsibility (specific, detailed documentation to support an overall rating of Exceptional must be available).
- Very Effective:** Outcomes achieved/performance effectively meets expectations/plans in all performance categories/key areas of responsibility and exceeds expectations/plans in many areas.
- Effective:** Outcomes achieved/performance meets expectations/plans in all or most performance categories/key areas of responsibility and may even exceed expectations/plans in some areas.
- Needs Improvement:** Outcomes achieved/performance meets expectations/plans in a number of performance categories/key areas of responsibility but falls below expectations/plans in some areas.
- Unsatisfactory:** Outcomes achieved/performance does not meet expectations/plans in most performance categories/key areas of responsibility.

<b>FOR NON-SUPERVISORY POSITIONS ONLY – CORE PERFORMANCE CATEGORIES/KEY RESULT AREAS AND CRITERIA</b>	<b>RATING</b>
<p><b>1. FOCUS ON RESULTS</b></p> <ul style="list-style-type: none"> <li>• Accomplishes expected workload and achieves targeted/planned outcomes/results in support of College and unit missions and priorities based upon strategic and operational plans.</li> <li>• Develop goals/objectives in alignment with College and unit missions and priorities and based upon strategic and operational plans.</li> <li>• Plans, prioritizes and organizes work effectively.</li> <li>• Identifies and works to solve problems in a timely manner.</li> <li>• Identifies and utilizes resources efficiently, effectively and responsibly.</li> <li>• Accepts responsibility for own actions.</li> </ul>	<p>(Overall Rating for Category)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Very Effective</li> <li><input type="checkbox"/> Effective</li> <li><input type="checkbox"/> Needs Improvement</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>
Additional criteria and/or comments:	
<p><b>2. QUALITY AND RELIABILITY</b></p> <ul style="list-style-type: none"> <li>• Completes tasks and provides services accurately, thoroughly, promptly and effectively.</li> <li>• Performs duties and responsibilities reliably and consistently.</li> <li>• Listens carefully and responds appropriately to requests for assistance or service.</li> <li>• Delivers courteous, timely and attentive service.</li> <li>• Demonstrates commitment to continually improve the quality of programs, methods, procedures, services etc.</li> <li>• Demonstrates sound judgement and correct decision making.</li> </ul>	<p>(Overall Rating for Category)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Very Effective</li> <li><input type="checkbox"/> Effective</li> <li><input type="checkbox"/> Needs Improvement</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>
Additional criteria and/or comments:	

FOR NON-SUPERVISORY POSITIONS ONLY-CORE PERFORMANCE CATEGORIES/KEY RESULT AREAS AND CRITERIA	RATING
<b>3. JOB KNOWLEDGE AND COMPETENCIES</b> <ul style="list-style-type: none"> <li>• Applies specialized knowledge effectively in the performance of job duties.</li> <li>• Uses critical thinking skills to solve problems.</li> <li>• Demonstrates ability to acquire and apply new job related skills.</li> <li>• Works well with minimal supervision.</li> <li>• Maintains job competencies and knowledge by staying abreast of new developments.</li> <li>• Knows and complies with College and campus operating expectations, principles, policies, and procedures.</li> </ul>	(Overall Rating for Category) <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Very Effective</li> <li><input type="checkbox"/> Effective</li> <li><input type="checkbox"/> Needs Improvement</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>
Additional criteria and/or comments:	
<b>4. LEARNING AND DEVELOPMENT</b> <ul style="list-style-type: none"> <li>• Reflects on and continually learns from experiences.</li> <li>• Demonstrates flexibility and adapts well to change.</li> <li>• Demonstrates initiative and accepts new challenges.</li> <li>• Participates in learning and development activities.</li> </ul>	(Overall Rating for Category) <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Very Effective</li> <li><input type="checkbox"/> Effective</li> <li><input type="checkbox"/> Needs Improvement</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>
Additional criteria and/or comments:	
<b>5. RELATIONSHIPS, RESPECT AND COMMUNITY</b> <ul style="list-style-type: none"> <li>• Actively participates and contributes as a team player.</li> <li>• Builds and maintains cooperative working relationships within unit and across departmental lines.</li> <li>• Helps to resolves interpersonal and team conflicts constructively.</li> <li>• Promotes and supports diversity by demonstrating respect for others and accords fair and just treatment to all.</li> <li>• Contributes to and/or participates in the development of the campus community.</li> <li>• Demonstrates integrity and behaves ethically.</li> </ul>	(Overall Rating for Category) <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Very Effective</li> <li><input type="checkbox"/> Effective</li> <li><input type="checkbox"/> Needs Improvement</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>
Additional criteria and/or comments:	
<b>6. COMMUNICATION</b> <ul style="list-style-type: none"> <li>• Communicates clearly and effectively both orally and in writing.</li> <li>• Receives and provides constructive feedback.</li> <li>• Fosters open communications, elicits multiple perspectives.</li> <li>• Uses appropriate channels of communication to convey and disseminate information and ideas in a timely manner.</li> </ul>	(Overall Rating for Category) <ul style="list-style-type: none"> <li><input type="checkbox"/> Exceptional</li> <li><input type="checkbox"/> Very Effective</li> <li><input type="checkbox"/> Effective</li> <li><input type="checkbox"/> Needs Improvement</li> <li><input type="checkbox"/> Unsatisfactory</li> </ul>
Additional criteria and/or comments:	

**SECTION III: OVERALL PERFORMANCE REVIEW**

Use the scale below to provide an overall evaluation of the employee's performance during this review period. Please summarize the performance and make additional comments in the space below. **NOTE:** Specific explanation **must** be provided for any rating of *Exceptional* or *Very Effective* and specific recommendations for improved performance **must** be made for any rating of *Needs Improvement* or *Unsatisfactory*.

- Overall Rating:  Exceptional  
 Very Effective  
 Effective  
 Needs Improvement  
 Unsatisfactory

Comments:

**Attach Additional Sheets as Required**

**SECTION IV: PROFESSIONAL DEVELOPMENT AND/OR PERFORMANCE IMPROVEMENT PLAN**

Describe the coaching, training or development activities that would help improve performance in any performance category, promote learning and job growth, and/or enhance career development.

**Attach Additional Sheets as Required**

**SECTION V: EMPLOYEE COMMENTS**

The employee may make any comments here regarding the above review and goals and/or work priorities for the next performance review period. (Attach additional pages as desired to fully comment)

**SECTION VI: COMMENTS OF LINE EXECUTIVE**

The Line Executive may comment here if knowledgeable regarding the performance of the staff member being reviewed.

**SECTION VII: SIGNATURES**

Signatures:

I have read and discussed this review with my supervisor and I understand its contents. My signature does not necessarily imply that I agree with the review or its contents.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line Executive

\_\_\_\_\_  
Date

The Performance Plan for this staff member will be completed by \_\_\_\_\_; is attached\_\_\_\_\_.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

