

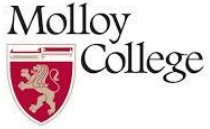
Performance Appraisal Form – Essential Services

Employee Name:	Updated Job Description has been available: [Please initial] To Supervisor: <input type="checkbox"/> Yes <input type="checkbox"/> No To Employee: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Title:	Date of Hire:	Professional Development Programs This Year (Min 2):	
Department/Division:	Supervisor:	Date of Last Review	Date of Current Review:

For each of the factors listed below, circle the number that most closely represents your judgement of the individual's performance. Comments are helpful and encouraged and are required for a score of 1 or 4

Commitment to the Molloy College Mission: Displays an understanding of and a commitment to the College's core values. Fosters relationships with a spirit of inclusivity, compassion and respect; appreciates and celebrates individual differences and supports a welcoming and hospitable environment that is responsive and helpful to all members of the Molloy community and beyond.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Surpasses Expectations, a model for other employees, integrates Molloy core values into daily experience at the College.	Fully meets expectations, shows a demonstrated commitment to the Mission and core values of the College in their daily work.	Below expectations, at times has shown a lapse in judgement in the application of the mission and core values in their daily work.	Unsatisfactory, does not understand or respect the mission and values of Molloy College.
Comments, Suggestions and Timeline for Implementation:			

Quality of Work: Completes work assignments within established time frames, works effectively and performs work with appropriate attention to detail.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Surpasses expectations – Performance exceeds expectations on all job requirements.	Meets Expectations - Fully understands and applies knowledge in all phases of position.	Below Expectations – improvement is needed in one or two areas.	Unsatisfactory – Performance is below the minimum expectations of the position.
Comments, Suggestions and Timeline for Implementation:			



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Job Knowledge: Knowledge of required duties as outlined in the position description. Keeps up with current practices and technical skills, understands how job relates to the other positions in the College. Participates in a minimum of two professional development sessions/opportunities per year.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Surpasses expectations – Performance exceeds expectations on all job requirements.	Meets Expectations - Fully understands and applies knowledge in all phases of position.	Knowledge of some aspects of job is faulty leading to occasional improper performance of job. May desire to improve but does not avail themselves of the College’s minimum professional development opportunities and requirements.	Does not understand job duties and shows little no desire to improve performance.
Comments, Suggestions and Timeline for Implementation:			

Dependability: Consistently on time, willing to work overtime or adjust hours if necessary, makes good use of work time.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Impeccable attendance record. Willing to work overtime when needed. Makes most of time spent at work. Maximizes opportunities to demonstrate dedication.	Good effort, attendance and timeliness, efficient use of work time.	Occasional lateness, or unexcused absence, misuse of work time with non-work activities. (Personal phone calls, long breaks...)	Consistent problems with lateness and/or attendance or misuse of work time.
Comments, Suggestions and Timeline for Implementation:			

Interpersonal Relationships: Ability to communicate effectively with respect and courtesy to all. Builds working relationships, respects confidentiality.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Always courteous, responsive and professional in all dealings. Always respects Confidentiality.	Regularly courteous, responsive and professional. Regularly respects confidentiality.	At times has difficulty when interacting with others or in keeping confidentiality.	Regularly has difficulty when interacting with others, regularly requires support in interpersonal interaction.
Comments, Suggestions and Timeline for Implementation:			

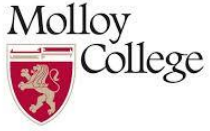


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Professional Appearance: Employee wears appropriate uniform and maintains personal hygiene in a manner that is acceptable within the guidelines of the Department.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Surpasses Expectations – Appearance is exceptional at all times.	Meets Expectations – Appearance is what is expected of a fully qualified and experienced person in the role.	Below Expectations – Improvement in appearance is needed in one or two areas.	Unsatisfactory – Appearance is below the minimum expectations of the position.
Comments, Suggestions and Timeline for Implementation:			

Adherence to Safety Standards - Performs assigned work in a safe manner at all times. Responds effectively to safety and/or emergencies.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
Surpasses Expectations – A model for other employees, always adheres to safety standards and maintains professionalism in emergency situations.	Meets Expectations – Regularly adheres to safety standards and can be counted on in emergency situations.	Below Expectations – Occasional lapses in judgement in adherence to safety standards and/or in responding to emergency situations.	Cannot be relied on in emergency situations and/or in adherence to safety standards or regulations.
Comments, Suggestions and Timeline for Implementation:			

Overall Performance Rating: This rating must be supported by the ratings in each of the prior categories.			
4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>
<i>Exceeds Standards</i>	<i>Meets Standards</i>	<i>Need Improvement</i>	<i>Does Not Meet Standards</i>
Performance frequently exceeds job requirements.	Performance meets job requirements.	Implementation is needed in some areas of performance of job requirements.	Performance is below job requirements.
Comments, Suggestions, Timeline for Implementation:			



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Review of the Priorities/Goals/Objectives for the previous year:

Identification of the Priorities/Goals/Objectives for the coming year:

Employee's Comments and Suggestions:

Employee Signature:	Date:
Supervisor's Signature:	Date:
Vice President's Signature:	Date:

Molloy College, an independent, Catholic College, rooted in the Dominican tradition of study, spirituality, service and community, is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.