

## 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:

**Section I:** For each of the factors listed below, rate the individual’s performance on the following scale: Exceeds Expectations, Meets Expectations or Does Not Meet Expectations that most closely represents your judgment of the individual’s performance. Comments are helpful and encouraged and are required for a rating of Does Not Meet Expectations.

**COMMITMENT TO THE MOLLOY MISSION: Displays an understanding and commitment to the University’s mission and core values. Fosters relationships with a spirit of inclusivity and respect; appreciates differences and supports a welcoming and hospitable environment that is responsive and helpful.**

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Exceeds Expectations, a model for other employees, integrates Molloy core values into daily experience at the University.	Fully meets expectations, shows a demonstrated commitment to the Mission and core values of the University in their daily work.	Below expectations, demonstrates lapses in judgment in the application of the mission and core values in their daily work.
<b>Comments:</b>		

**QUALITY OF WORK: Completes work assignments within established time frames, works effectively and performs work with appropriate attention to detail.**

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Exceeds 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.
<b>Comments:</b>		

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**DEPENDABILITY:** Consistently on time, willing to work overtime or adjust hours if necessary, makes good use of work time.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <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.	Consistent problems with lateness and/or attendance or misuse of work time.
<b>Comments:</b>		

**PROFESSIONAL APPEARANCE:** Employee wears appropriate uniform and maintains personal hygiene in a manner that is acceptable within the guidelines of the Department.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Exceeds Expectations – Appearance is exceptional at all times.	Meets Expectations – Appearance is what is expected of a fully qualified and experienced person in the role.	Unsatisfactory – Appearance is below the minimum expectations of the position.
<b>Comments:</b>		

**ADHERENCE TO SAFETY STANDARDS** - Performs assigned work in a safe manner at all times. Responds effectively to safety and/or emergencies

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <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.	Cannot be relied on in emergency situations and/or in adherence to safety standards or regulations.
<b>Comments:</b>		

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**Section II:** For each of the factors listed below, rate the individual’s knowledge and skills on the following scale: Appropriate or Growing

**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 University. Participates in a minimum of two professional development sessions/opportunities per year.

Significant <input type="checkbox"/>	Appropriate <input type="checkbox"/>	Growing <input type="checkbox"/>	Limited <input type="checkbox"/>
Exhibits superior skills and expert knowledge of the position and best practices within the department as well as within the University.	Fully understands and applies appropriate 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.	Knowledge is entry level/limited. Needs ongoing support, training and mentorship.

**INTERPERSONAL SKILLS:** Ability to communicate effectively with respect and courtesy to all. Builds working relationships, respects confidentiality.

Significant <input type="checkbox"/>	Appropriate <input type="checkbox"/>	Growing <input type="checkbox"/>	Limited <input type="checkbox"/>
Actively Listens, communicates clearly and with purpose. Exercises self-awareness. Shows empathy, understanding and respect of others. Effectively utilizes diverse communication skills to build relationships with students, staff, faculty, and the larger Molloy community.	Regularly courteous, responsive and professional. Regularly respects confidentiality.	Experiences some difficulty when interacting with others or in keeping confidentiality. Requires additional supervisory support in this area.	Lack of listening skills and/or respect of other views and opinions. Easily feels frustrated with different viewpoints or lack of feedback.

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**TIME MANAGEMENT SKILLS:** Ability to fulfill responsibilities on time and according to expectations of supervisor.

Significant <input type="checkbox"/>	Appropriate <input type="checkbox"/>	Growing <input type="checkbox"/>	Limited <input type="checkbox"/>
Self-motivated and prioritizes tasks wisely to complete assigned tasks and deadlines. Creates and meets goals.	Almost always focused on topic; very little idle time, regularly plans in advance to avoid delays.	Requires supervision to remain focused, meet timelines or accomplishing goals or the completion of assigned tasks.	Inability to set and achieve goals. Easily distracted and frequently misses deadlines.

<b>Section III: OVERALL PERFORMANCE RATING</b> – This rating should represent your judgment of the individual’s overall performance and should be supported by the ratings in all of the above categories, as follows: <b>Exceeds Expectations, Meets Expectations or Does Not Meet Expectations.</b>		
Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
<i>Exceeds Standards</i>	<i>Meets Standards</i>	<i>Need Improvement</i>
Performance regularly exceeds job requirements.	Performance meets job requirements.	Improvement is needed in some areas of performance of job requirements.

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**Part IV - GOAL SETTING AND PROGRESSION**

<b>Review of the Priorities/Goals/Objectives for the previous year and identification of Priorities/Goals and Objective for the coming year:</b>

**Part V - EMPLOYEES COMMENTS AND SUGGESTIONS**


**Part VI – REQUIRED SIGNATURES**

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

*Molloy University, an independent, Catholic University, 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.*