

Performance Appraisal Form

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/School:	Supervisor:	Date of Last Review	Date of Current Review:

SECTION I: JOB PERFORMANCE:

For each of the following 7 factors, rate the individual as follows: **Exceeds Expectations, Meets Expectations or Does Not Meet Expectations** that best represents your judgment of the individual's performance in each factor. Comments are encouraged and are required for **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"/>
Surpasses 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.
Comments:		

QUALITY OF WORK: Accuracy and thoroughness of the individual's work; demonstrated work ethic and ability to share individual gifts and talents.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Output is of the highest quality; for tasks requiring widely different skills.	Consistent accuracy and application of the knowledge in all phases of position.	Quality and/or accuracy of work has been identified as a concern, can use more attention to detail.
Comments:		

COMMITMENT/DEPENDABILITY: Displays enthusiastic and dedicated work style, meets commitments, consistently on time, willing to work additional or adjusted hours if needed; good use of work time. Responsive and helpful.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Impeccable attendance record. Willing to work additional hours as needed. Makes most of the time spent at work.	Good effort, attendance and timeliness; efficient use of work time.	Demonstrated attendance issues or misuse of work time with non-work activities. (Personal phone calls, internet chatting, etc.) lapses in work ethic.
Comments:		

COMMUNITY PARTICIPATION/TEAMWORK: Contribution to group performance, relationship building, and interaction with others.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Strong contributor, regularly tapped for input, ensures that credit for group performance is shared by all. Inclusive, celebrates differences and works well with all people.	Positive contributor, demonstrates ability to compromise and works well with almost all people and personalities.	Unless his/her personal expertise is vital to a project, this person is unlikely either to be asked or to volunteer his or her input. Tends not to get along with others at times.
Comments:		

UTILIZATION OF RESOURCES: Responsibility in utilizing University's time, space, human, financial, technical and material resources.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Makes recommendations that improve the use of resources when acting on behalf of the University with regard to the human, technical and financial assets of the University.	Makes effective use of appropriate resources under varying operating conditions with regard to the human, technical and financial assets of the University.	Lack of commitment to and effective use of appropriate resources with regard to the human, technical and financial assets of the University.
Comments:		

PROFESSIONALISM: Behavior and attire that is acceptable and within the context of the employee’s responsibilities and contribution to student success.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Impeccable dress and models professionalism to fellow employees and the public at large.	Presents a professional image to fellow employees and the public at large.	Lapses in professionalism and/or in appropriate attire or hygiene.
Comments:		

OVERSIGHT: Responsibilities of a particular area in a non-supervisory capacity. Demonstrates compassion and kindness in carrying out this role.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Highly competent in areas of oversight. Assumes leadership role in managing others as assigned.	Usually successful at managing area(s) of responsibility and/or is proficient in influencing or mentoring others to accomplish goals in area(s) of assigned oversight.	Shows inconsistency in organizing and directing the activities of others or managing an assigned area, project or task. Sometimes experience lapses in compliance with policies and procedures.
Comments:		

SECTION II: KNOWLEDGE AND SKILLS:

For each of the following 6 factors, rate the individual as follows: **Significant, Appropriate, Growing, Limited**. Rate the individual based on what best represents your judgment of the individual's knowledge and/or skills in the area.

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.

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 appropriate best practices, Serves as a subject matter expert.	Fully understands and applies appropriate knowledge in all phases of position.	Knowledge of the required duties outlined in the position description are developing and supervisory support is necessary for full understanding and application.	Knowledge is entry level/limited. Needs ongoing support, training and mentorship.

ADAPTABILITY: Willingness and skills to demonstrate flexibility in service to others by mastering new techniques and/or responsibilities by committing to professional development, adapting new ways of doing things and making adjustments to schedules or timetables as necessary.

Significant <input type="checkbox"/>	Appropriate <input type="checkbox"/>	Growing <input type="checkbox"/>	Limited <input type="checkbox"/>
Adapts rapidly and supports change. Seeks out best practices, models them for others, assists in leading change.	Learns easily; adjusts rapidly to change, actively seeks out best practices and adjusts accordingly.	Supervisory support is necessary to initiate change or taking on additional responsibilities or mastering different ways of doing things.	Needs time to feel comfortable with change. Slow to adapt to new practices or procedures.

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 deadlines or accomplishing goals or the completion of assigned tasks.	Inability to set and achieve goals. Easily distracted and frequently misses deadlines.

INTERPERSONAL SKILLS: Ability to listen with understanding, build relationships and communicate effectively with individuals at every level and in the broader community, provides a welcoming and hospitable environment and 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.	Listens carefully, is consistently respectful and responsive in dealings with others. Effectively utilizes diverse communication skills. Demonstrates a welcoming hospitable environment for students, staff, and faculty and those in the larger Molloy community.	Requires advice/support in communicating with or understanding others' discussions or needs and/or relative to respecting, communicating with and understanding others.	Lack of listening skills and/or respect of other views and opinions. Easily feels frustrated with different viewpoints or lack of feedback.

ORGANIZATION AND PLANNING SKILLS: Ability to systematically make plans to set objectives, structure tasks to achieve objectives and make schedules.

Significant <input type="checkbox"/>	Appropriate <input type="checkbox"/>	Growing <input type="checkbox"/>	Limited <input type="checkbox"/>
Successfully plans, manages and ensures availability of appropriate resources to achieve outcomes as they arise.	Once responsibilities are understood, develops a plan for accomplishing tasks. Requests support as necessary.	Supervisor must explain overall responsibilities and regularly monitor planning and organization to ensure tasks are completed.	Unable to organize and plan tasks to achieve goals. Supervisor must regularly monitor.

TECHNICAL SKILLS: Level of knowledge and skills to carry out the technical responsibilities of the employee's position as described in the Job Description.

Significant <input type="checkbox"/>	Appropriate <input type="checkbox"/>	Growing <input type="checkbox"/>	Limited <input type="checkbox"/>
Significant knowledge and skills and expertise to perform technical tasks. Demonstrates foresight to use various platforms that better enhance department productivity.	Appropriate knowledge and skills to carry out the technical responsibilities of the position.	Knowledge and skills are developing, additional training and professional development is recommended.	Knowledge and skills are limited. Additional training and professional development are strongly recommended.

SECTION III: OVERALL PERFORMANCE RATING - 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: **Exceeds Expectations, Meets Expectations or Does Not Meet Expectations**

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Does Not Meet Expectations <input type="checkbox"/>
Performance is exemplary and regularly exceeds job requirements.	Performance is good and meets job requirements.	Performance Improvement is Necessary. Plans to address improvement should be identified in the goal setting section below.

SECTION IV - GOAL SETTING AND PROGRESSION**Review of the Priorities/Goals/Objectives for the previous year:**

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

Employee's Comments and Suggestions:

SECTION VI - SIGNATURES	
Employee Signature:	Date:
Supervisor's Signature:	Date:
Dean/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.