

## Performance Appraisal Form - Essential Services

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| Employee Name:     | Supervisor:  |
| Job Title:         | Remote Work Eligible:<br><div>Yes, Occasionally      Yes, Fully Remote      No</div> |
| Department/School: | Date of Current Review:  |

**COMMITMENT TO THE MOLLOY MISSION:**

*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.*

**Section I: Employee Self Evaluation Form:**

In preparation for your performance review meeting with your supervisor, please take some time to consider the following questions. The completed form should be given to your supervisor at least a week before the scheduled meeting.

1. Reflect on the past year and highlight 2-3 accomplishments that you feel supported or added to the mission of Molloy.

2. What skills or areas of interest would you like to develop/utilize further.

3. What barriers or obstacles exist that prevent you from feeling successful in your role. Please list potential solutions to overcome these obstacles.

**SECTION II: JOB PERFORMANCE:**

For each of the following 2 factors, rate the individual as follows: Exceed Expectations, Meets Expectations or Development Needed that best represents your judgement of the individual's performance in each factor. Goals are encouraged and are required for Development Needed.

**QUALITY OF WORK/COMMITMENT/DEPENDABILITY:**

**Displays enthusiastic and dedicated work style and work ethic, meets commitments, consistently on time, willing to work additional or adjusted hours if needed; good use of work time. Responsive, Accurate, Thorough and Helpful.**

| Exceeds Expectations <input type="checkbox"/>  | Meets Expectations <input type="checkbox"/>   | Development Needed <input type="checkbox"/>   |
|--|---|---|
| Output is of the highest quality; for tasks requiring vastly different skills. Impeccable attendance record. Willing to work additional hours as needed. Makes most of the time spent at work. | Consistent accuracy and application of the knowledge in all phases of position. Good effort, attendance and timeliness; efficient use of work time. | Quality and/or accuracy of work has been identified as a concern, improvement in work quality and attention to detail is required for success. Issues with lateness and/or attendance or use of work time. (Personal phone calls, social media, etc.) have been identified. A plan for improvement is required. |
| <b>Comments:</b>   |   |   |
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**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"/>  | Development Needed <input type="checkbox"/>   |
|--|--|---|
| A model for other employees, always adhere to safety standards and models professionalism in emergency situations. | Regularly adheres to safety standards and can be counted on in emergency situations. | Needs support in emergency situations and/or in adherence to safety standards or regulations. A plan for improvement is required. |
| <b>Comments:</b>   |  |   |
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**Section II: KNOWLEDGE AND SKILLS:**

For each of the following 4 factors, rate the individual as follows: **Significant, Appropriate, Growing, Limited**. Rate the individual based on what best represents your judgement 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"/>  | Not Yet Demonstrated <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. | Job knowledge is entry level, ongoing support, training and mentorship is needed for success. |

**ORGANIZATION, PLANNING & TIME MANAGEMENT SKILLS:** Ability to systematically make plans to set objectives, structure tasks to achieve objectives and make schedules, fulfill responsibilities on time and according to expectations of supervisor.

| Significant <input type="checkbox"/>  | Appropriate <input type="checkbox"/>   | Growing <input type="checkbox"/>   | Not Yet Demonstrated <input type="checkbox"/>   |
|---|--|--|---|
| Successfully plans, manages and ensures availability of appropriate resources to achieve outcomes as they arise. Self motivated and prioritizes tasks wisely to complete assigned tasks and deadlines. Creates and meets goals. | Once responsibilities are understood, develops a plan for accomplishing tasks. Requests support as necessary. Almost always focused on topic; very little idle time, regularly plans in advance to avoid delays. | Supervisor must explain overall responsibilities and regularly monitor planning and organization to ensure tasks are completed. Requires reminders to remain focused, meet deadlines or accomplish goals or complete assigned tasks. | At times unable to organize and plan tasks to achieve goals. Supervisor must regularly monitor employee's work. Training and improvement in organizational skills is required. Challenges in successfully completing tasks or responsibilities even with ongoing supervision. Improvement in this area is required. |

**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"/>  | Not Yet Demonstrated <input type="checkbox"/>   |
|--|---|---|---|
| Actively Listens, communicates clearly and with purpose.<br>Exercises self-awareness.<br>Shows empathy, understanding and respect of others.<br>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.<br>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. | Has struggled with interpersonal skills. Needs to develop stronger listening and communication skills to be successful in the position. |

Comments:

**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**

| <b>Exceeds Expectations <input type="checkbox"/></b>             | <b>Meets Expectations <input type="checkbox"/></b> | <b>Development Needed <input type="checkbox"/></b>   |
|--|--|--|
| Performance is exemplary and regularly exceeds job requirements. | Performance is good and meets job requirements.    | Performance improvement is necessary for success in the role. Plans to address improvement will be identified in the goal setting section below and/or through a performance improvement plan. |

#### **SECTION IV - GOAL SETTING AND PROGRESSION**

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

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#### **EMPLOYEE COMMENTS AND SUGGESTIONS:**

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#### **SECTION VI - SIGNATURES**

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| <b>Employee Signature:</b>              | <b>Date:</b> |
| <b>Supervisor's Signature:</b>          | <b>Date:</b> |
| <b>Dean/Vice President's Signature:</b> | <b>Date:</b> |