

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 5 factors, rate the individual as follows: **Exceeds Expectations, Meets Expectations or Development Needed** that best represents your judgment of the individual's performance in each factor. Goals are encouraged and are required for **Development Needed**.

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"/>	Development Needed <input type="checkbox"/>
Surpasses Expectations, a model for other employees, integrates inclusivity and the other Molloy core values into daily experience at the University.	Fully meets expectations, shows a demonstrated commitment to the Mission and inclusivity as well as the other and core values of the University in their daily work.	Does not always demonstrate Molloy's core values that are expected in carrying out their role. Additional direction and developmental support is needed to succeed in the role.
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"/>	Development Needed <input type="checkbox"/>
Output is of the highest quality; for tasks requiring vastly 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, improvement in work quality and attention to detail is required for success.
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"/>	Development Needed <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.	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.
Comments:		

COMMUNITY PARTICIPATION/TEAMWORK: Contribution to group performance, openness to differing opinions, positive interaction and relationship building.

Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Development Needed <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 different people and personalities.	Unless their personal expertise is vital to a project, this person is unlikely to be asked or to volunteer their input. At times, has had issues with getting along with others. Improvement in this area is required for success.
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"/>	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.

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"/>	Not Yet Demonstrated <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 reminders to remain focused, meet deadlines or accomplish goals or complete assigned tasks.	Challenges in successfully completing tasks or responsibilities even with ongoing supervision. Improvement in this area is required for success.

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. 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. 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.

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"/>	Not Yet Demonstrated <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.	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.

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"/>	Not Yet Demonstrated <input type="checkbox"/>
Significant knowledge and skills and expertise to understand or 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 entry level. Additional training and professional development are needed for success in the position.

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"/>	Development Needed <input type="checkbox"/>
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 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.