

## 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 Development Needed that most closely represents your judgment of the individual’s performance. Use comments section for Development Needed, identify goals to plan for progress in this area.

**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"/>
Exceeds Expectations, a model for other employees, integrates inclusivity and Molloy’s 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.	Does not consistently 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.
<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"/>	Development Needed <input type="checkbox"/>
Exceeds Expectations – Performance exceeds expectations on all job requirements.	Meets Expectations - Fully understands and applies 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.
<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"/>	Development Needed <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.	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>		

**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"/>
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.	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:** 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"/>	Not Yet Demonstrated <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 needs support to occasional improper performance of job.	Knowledge is entry level/limited. Needs ongoing support, training and mentorship. Improvement is necessary for success.

**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"/>	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.	Regularly courteous, responsive and professional. Regularly respects confidentiality.	Experiences has shown some difficulty when interacting with others or in keeping confidentiality. Requires additional supervisory support in this area.	Has struggled with interpersonal skills. Needs to develop stronger listening and communication skills to succeed in the position.

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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"/>	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 meet timelines or accomplishing goals or the completion of assigned tasks.	Challenges in successfully completing tasks or responsibilities. Can be distracted and missing goals or deadlines. Improvement in this area is required for success.

<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 Development Needed</b>		
Exceeds Expectations <input type="checkbox"/>	Meets Expectations <input type="checkbox"/>	Development Needed <input type="checkbox"/>
Performance regularly exceeds job requirements.	Performance 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.

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### Part IV - GOAL SETTING AND PROGRESSION

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


### 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.*