

PERFORMANCE EVALUATION FORM 2024

Administrators and Professional Research Staff

Employee Name	Job Title	Department
Supervisor	Appraisal Period 4/1/23 through 3/31/24	Date of Appraisal

I. SELF EVALUATION

Describe the major responsibilities of your position and accomplishments this year. After you complete this section, forward this form to your supervisor.

II. VALUED BEHAVIORS

Does Not Meet Partially Meets Successfully Meets Surpasses Far Exceeds

SERVICE EXCELLENCE

Serve internal and external customers accurately, competently, efficiently, and in a timely manner. Anticipate needs.

COLLABORATION

Value the diverse backgrounds and perspectives of others. Seek and value the contribution of others and use their input to guide actions and decisions.

QUALITY OF WORK AND ADAPTABILITY

Performs job accurately, thoroughly and effectively. Adjust own behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments.

INTERPERSONAL SKILLS

Build and maintain productive work relationships, collaborate with others to achieve common goals, listen and communicate in a way that respects and supports others.

PUNCTUALITY AND ATTENDANCE

Consider such factors as timeliness vs. tardiness or excused vs. unexcused absences.

PROFESSIONAL CONDUCT

Uphold University/College policies and procedures. Be respectful and truthful. Demonstrate discretion when dealing with confidential information. Project a positive and professional image.

LEADERSHIP

Inspire commitment, encourage and support teamwork; provide feedback and positive reinforcement to employees, provide development opportunities. Provide vision, promote and ensure alignment with College and University goals and values

II. PROFESSIONAL DEVELOPMENT: Recommended professional development for the next rating period.

III. OVERALL PERFORMANCE LEVEL

- Far Exceeds Expectations:** Outstanding performance that always exceeds expectations, demonstrated for an extended period of time.
- Surpasses Expectations:** Very strong performance that exceeds expectations in most situations, and meets expectations in all others.
- Successfully Meets Expectations:** Consistently strong performance, always meets expectations, occasionally exceeds expectations.
- Partially Meets Expectations:** Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations.
- Does Not Meet Expectations:** Major gaps in performance requiring immediate and substantial improvements.

IV. **SUPERVISOR COMMENTS:** Use this section to summarize the employee’s overall performance, strengths and weaknesses and to make recommendations going forward.

V. **EMPLOYEE COMMENTS:** This section may be used to comment on your evaluation.

Employee:

Date

Supervisor:

Date

*Scan and email completed Performance Evaluation Form by April 30, 2024 to:
The Office of Human Resources and Faculty Services at dental.hrfs@nyu.edu*