

**PERFORMANCE EVALUATION FORM 2021**

Administrators and Professional Research Staff

Employee Name	Job Title	Department
Supervisor	Appraisal Period 4/1/20 through 3/31/21	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**

*Return Completed Performance Evaluation Form by **April 30, 2021** to:  
 The Office of Human Resources and Faculty Services - 6<sup>th</sup> Fl. – Room 630S  
 or scan @ email to: [dental.hrfs@nyu.edu](mailto:dental.hrfs@nyu.edu)*