

PERFORMANCE EVALUATION FORM 2024

Code 104/114 Technical Staff and Code 106/116 Clerical Staff

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

	Does Not Meet	Partially Meets	Successfully Meets	Surpasses	Far Exceeds
I. <u>VALUED BEHAVIORS</u>					
<i>SERVICE EXCELLENCE</i> Serve internal and external customers accurately, competently, efficiently, and in a timely manner. Anticipate needs.					
<i>COLLABORATION</i> Value the diverse backgrounds and perspectives of others. Seek and value the contribution of others and use their input to guide actions and decisions.					
<i>QUALITY OF WORK AND ADAPTABILITY</i> 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.					
<i>INTERPERSONAL SKILLS</i> Build and maintain productive work relationships, collaborate with others to achieve common goals, listen and communicate in a way that respects and supports others.					
<i>PUNCTUALITY AND ATTENDANCE</i> Consider such factors as timeliness vs. tardiness or excused vs. unexcused absences.					
<i>PROFESSIONAL CONDUCT</i> Uphold University/College policies and procedures. Be respectful and truthful. Demonstrate discretion when dealing with confidential information. Project a positive and professional image.					

II. <u>PROFESSIONAL DEVELOPMENT:</u> Recommended professional development for the next rating period.
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<p>III. <u>OVERALL PERFORMANCE LEVEL</u></p> <p><input type="checkbox"/> Far Exceeds Expectations: Outstanding performance that always exceeds expectations, demonstrated for an extended period of time.</p> <p><input type="checkbox"/> Surpasses Expectations: Very strong performance that exceeds expectations in most situations, and meets expectations in all others.</p> <p><input type="checkbox"/> Successfully Meets Expectations: Consistently strong performance, always meets expectations, occasionally exceeds expectations.</p> <p><input type="checkbox"/> Partially Meets Expectations: Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations.</p> <p><input type="checkbox"/> Does Not Meet Expectations: Major gaps in performance requiring immediate and substantial improvements.</p>
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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*