

PERFORMANCE EVALUATION FORM 2021

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

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

I. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY AND ATTENDANCE Consider such factors as timeliness vs. tardiness or excused vs. unexcused absences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 - 6th Fl. – Room 630S
or scan and email to dental.hrfs@nyu.edu*