**Kenyon College Triennial Employee Performance Review**

**For Review Period:** \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

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| **Employee:** |  | **Review Date:** |  |
| **Title:** |  | **Supervisor:** |  |
| **Division/Department:** |  | **VP/Senior Staff:** |  |

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| Instructions:  Employee and Supervisor should review the position description in preparation for this discussion.    More information, instructions, and resources on the performance review process at Kenyon: [Employee Performance Program](http://www.kenyon.edu/directories/offices-services/human-resources/employee-performance-program/) | **Assessment Categories for Performance Review**  In most cases, one assessment category will apply in any given section. However, if an employee’s performance is a mix between Solid Performance and Areas for Development, both assessment categories may be checked. Comments must be provided to explain the mixed assessment. | |
| **SOLID PERFORMANCE (SP)**  Consistently meets, and at times may exceed, expectations and requirements for defined competency or essential functions. Demonstrates full knowledge of and competence in this requirement of the position. | **AREAS FOR DEVELOPMENT (AD)**  May demonstrate satisfactory performance in some areas of core competencies or essential functions, but needs to further acquire or develop necessary competencies or skills in order to consistently meet expectations. |

**Section 1: Core Competencies** *(Expected of Kenyon College employees)* ***You may check one or both boxes***

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| Core Competency | Comments | Assessment |
| **Reliability/Accountability**   * Follows through on assignments * Takes ownership of work * Is reliable and responsible * Adheres to Kenyon College policies and procedures |  | SP  AD |
| **Teamwork/Cooperation**   * Serves as a positive colleague or team member * Is flexible, adapts to changing priorities, and recognizes the needs of the organization * Establishes productive working relationships |  | SP  AD |

**Section 1: Core Competencies (continued) *You may check one or both boxes***

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| --- | --- | --- |
| Core Competency | Comments | Assessment |
| **Communication**   * Speaks and/or writes effectively, listens, and clarifies information when necessary * Employs the appropriate tone and gives appropriate content for designated audience |  | SP  AD |
| **Service/Civility/Inclusion**   * Treats all with respect, courtesy, and dignity * Strives to achieve service standards * Embraces Kenyon’s commitment to maintain a diverse and inclusive workplace |  | SP  AD |
| **Leadership** (Some may apply only to supervisors)   * Provides positive leadership, support, and direction * Promotes understanding of the College mission * Interacts with humor, humility and empathy * Plans, controls, and delegates effectively * Motivates others to perform at the highest level * Communicates in a transparent, straightforward way |  | SP  AD |
| **Supervising Performance of Others** (for supervisors only)   * Provides timely, constructive and balanced feedback * Holds employees accountable * Completes check-in conversations and triennial reviews honestly and fairly * Attends to conflict quickly and equitably * Provides effective coaching and mentoring * Identifies training and development opportunities |  | ☐ SP  ☐ AD  ☐ N/A |

**Section 2: Position-Specific Essential Functions**

Assess the top 3-5 essential functions for the position. Essential Functions are typically drawn from the position description. Additional narrative may be provided to assess other functions as listed in the position description.

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| Position-Specific Essential Functions | Comments | Assessment |
| 1. |  | SP  AD |
| 2. |  | SP  AD |
| 3. |  | SP  AD |
| 4. |  | SP  AD |
| 5. |  | SP  AD |

**Section 3: Specific Accomplishments/Goals/Professional Development/Overall Comments**

Note the employee’s progress on any goals identified in check-in conversations, and/or note other accomplishments achieved. Explain whether any goals were modified due to departmental operations or changed priorities. Offer suggestions for professional development. Provide narrative on overall performance review.

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**Section 4: Employee Comments**

Employee may include comments in the space below, and/or may attach comments in a separate document. This section may also be used for Employee to provide professional development plans and list future goals.

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**Section 5: Signatures**

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| Employee |  | Date |  |

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| Supervisor |  | Date |  |
| *Employee signature indicates only that the Triennial Review has been shared with the employee and not necessarily their agreement with the supervisor’s review.* | | | |

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| Dept. Head |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| VP/Senior Staff |  | Date |  |

*Last updated December 12, 2017*