



Kenyon College
 Non-Exempt Staff
 Development & Evaluation Plan
 Performance Review Form

Employee: _____

Job Title: _____

Department: _____

Date: _____

This form is to annually document that the following topics have been discussed. Supporting documentation should be attached if needed.

AGENDA FOR EVALUATION CONFERENCE

1. Discuss performance on primary responsibilities/priorities and goals from prior year. Please refer to job description if needed.

Check off
When Done

Discussed

- Primary Responsibilities
- Planning/Thinking
- Organizing/Executing

- Revise written responsibilities/priorities for the coming year as needed. Revise job description if needed.

2. Discuss strengths, areas for growth and general performance as identified in Performance Criteria (Part I).

3. Discuss barriers to effective work performance, improvements to performance where needed, Action Plan (Part II).

4. Discuss long-range plan for growth to meet future needs and demands of the changing environment in the department, Performance Objectives (Part III).

5. Discuss feedback/constructive suggestions for department head/chair and anything else of relevance and sign form (Part IV & V).

Documentation Received:

- Pre-Evaluation Worksheet
- Other

PART I – PERFORMANCE CRITERIA

Review and respond to the following ten (10) evaluation factors, making specific comments in each category.

Performance is
Unacceptable

Performance
Meets
Requirements

Performance
Exceeds
Requirements

1. JOB KNOWLEDGE

The information concerning work duties which an individual should know for satisfactory job performance. *(Does employee know and understand the various phases of the job and related work assignments; understand how the job relates to other departments; know the capacity of the tools and equipment necessary to perform the job? Is employee able to answer questions about his/her work?)*

Examples/Comments:

2. QUALITY OF WORK

The ability to perform duties correctly and accurately, within established time frames. *(Consider accuracy, neatness, thoroughness, attention to detail and other factors relating to quality. Is employee careful to avoid errors? Does employee repeat mistakes, or learn from them?)*

Examples/Comments:

3. QUANTITY OF WORK

The amount of work an employee is able to accomplish in a work day. *(Consider the degree of difficulty of employee's work responsibilities and other factors such as changes in schedules, interaction with other departments, the need to gather information, etc. Consider output under normal conditions. Does employee utilize time effectively? Is he/she able to work on several assignments at the same time?)*

Examples/Comments:

Performance is
Unacceptable

Performance
Meets
Requirements

Performance
Exceeds
Requirements

4. ADAPTABILITY

The ability to do new or different jobs, as required. *(Consider employee's willingness and ability to perform other work in the department and the application of current job knowledge to new or unfamiliar work. Does employee grasp instructions and learn quickly? Consider employee's flexibility regarding change and reaction to pressure.)*

Examples/Comments:

5. WORKING RELATIONS

The ability to feel positively about and work cooperatively with others. *(Consider employee's expressed attitude towards the work; tact and cooperation shown in dealing with customers, fellow employees and members of management; the spirit in which assignments are accepted; willingness to work with other employees and departments towards a common objective. Is employee cooperative even when overruled; helpful to others and tolerant of their expressed opinions and suggestions?)*

Examples/Comments:

6. DEPENDABILITY

The ability to do required jobs properly and accurately with appropriate supervision. *(Consider how well employee can be depended upon to carry out instructions and complete assignments on schedule. Consider employee's performance on difficult assignments. Does employee not waste time and stay on task; know when to seek guidance; keep supervisor advised of important developments?)*

Examples/Comments:

Performance is Unacceptable	Performance Meets Requirements	Performance Exceeds Requirements
--------------------------------	--------------------------------------	--

7. COMMUNICATION SKILLS

The demonstrated ability to communicate effectively with others, both written and oral. *(Does the employee recognize and fulfill the need to inform others as necessary; make a conscious effort to give explicit instructions or answers; make sure they are understood; encourage feedback and listen carefully to others? Consider his/her ability to represent and communicate in the best interest of the department.)*

Examples/Comments:

8. ATTENDANCE/PUNCTUALITY:

The ability to be present on the job and on time. *(Consider reliability and concern for adherence to work schedule.)*

Examples/Comments:

9. TIME ALLOCATION

The extent to which the staff member properly schedules and uses time to complete assigned tasks and meet appropriate deadlines. *(Consider how effective the employee is in organizing and prioritizing work as it relates to the quantity of work produced.)*

Examples/Comments:

Performance is
Unacceptable

Performance
Meets
Requirements

Performance
Exceeds
Requirements

10. PROFESSIONALISM

The extent to which the employee demonstrates a professional manner and presents a positive view when dealing with faculty, staff, students, and the general public. To what degree does the employee demonstrate advancement in professional skills?
(Consider the employee's dependability, judgement, decision making, oral and written communication skills, telephone etiquette, maintenance of confidentiality, and job progress.)

Examples/Comments:

PART II – ACTION PLAN

The above areas of performance criteria have been reviewed. If performance is unacceptable in any area(s), is Action Plan necessary?
_____ Yes _____ No (If yes, complete the following.)

Certain performance criteria as noted in Part I is unacceptable. The following specific and observable change(s) in current and future performance is required for this staff member to meet existing job performance standards.

The staff member is to exhibit noticeable improvement no later than _____. Further he/she is expected to fully meet existing job performance standards by _____.

ACTION PLAN SIGNATURES

Supervisor

Staff Member

PART III – PERFORMANCE OBJECTIVES

What key objectives need to be accomplished during the next year?

PART IV – EMPLOYEE’S ACKNOWLEDGEMENT OF EVALUATION

- ___ I have had an opportunity to read and discuss this performance review with the evaluator.
- ___ I am attaching my comments below regarding this evaluation.
- ___ I decline to sign and will submit my rebuttal within 2 weeks.

Employee comments:

Employee Signature _____ Date _____

PART V – EVALUATOR’S CLOSING COMMENTS AND SIGNATURE

Evaluator comments (Additional comments and/or recommendations):

Evaluator’s Signature _____ Date _____