**Performance Review**

**Employee:** Click here to enter text. **Manager:** Click here to enter text.

**Title:** Click here to enter text. **Review Period:** FY2018

**I. EMPLOYEE APPRAISAL**

**Overall Job Performance**

Briefly summarize (2-3 sentences) the employee’s overall performance in the following areas:

1. **Job Results** – *Applies knowledge and available resources effectively and efficiently. Adaptable to new information, changing situations, and/or changing conditions while consistently meeting deadlines. Supports change and seeks to learn, innovate, and improve services, processes, practices, and knowledge. Able to multi-task and switch priorities as needed. Dependable and adheres to work schedule.*

Click here to enter text.

1. **Teamwork / Cooperation** – *Earns the respect and confidence of others. Demonstrates tact and reliability in dealing with students, faculty, staff and co-workers. Shows responsiveness to community, departmental and University needs. Values the diverse backgrounds and perspectives of others. Seeks and values input of others using their contributions to guide actions and decisions. Finds common ground. Is a cooperative team player.*

Click here to enter text.

1. **Problem Solving/Decision Making** – *Demonstrates clear understanding of a problem, identifies and researches possible solutions, and sets reasonable expectations for the solution. Seeks ways to connect with others to find solutions to problems that benefit the team or the University as opposed to individuals. Utilizes pertinent data and information when making decisions and exhibits reasoning and sound judgement in decisions. Demonstrates good listening skills and is inclusive of varying ideas, costs, and outcomes when considering decisions to be made, and articulates why the final decision is the best solution.*

Click here to enter text.

1. **Accountability** – *Knowledgeable and accurate in performing his/her assigned job duties. Understands University and departmental policies and procedures. Demonstrates accountability, transparency and ethical conduct. Exercises a strong sense of priority, time management and follow through.*

Click here to enter text.

1. **Communication** – *Expresses oneself clearly and ensures productive interactions at all levels of the university through effective verbal and written communications as well as active listening techniques. Shares ideas and information with others as appropriate and respects confidentiality.*

Click here to enter text.

1. **Receiving / Giving Feedback** – *Shares information, advice and suggestions to help others to be more successful. Seeks constructive feedback and follows up to ensure progress is being made.*

Click here to enter text.

1. **Management Skills** (if applicable) – *Sets a positive example for their team and for the University. Inspires commitment, encourages and supports collaboration and teamwork. Provides specific and timely feedback and positive reinforcement to employees. Identifies career development opportunities. Helps others achieve success, provides direction. Provides vision, promotes and ensures alignment with WPI’s goals and values.*

Click here to enter text.

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**Areas of Strength**

Highlight the employee’s greatest strengths at this time.

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**Areas of Opportunity**

Highlight the employee’s current areas of improvement at this time.

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**Suggested Actions/Goals**

Specify which actions/goals you would like the employee to focus on moving forward in his/her role. Highlight and discuss any potential obstacles and confirm how to check-in on the actions/goals throughout the year.

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**II. Development**

Identify the types of experiences, coaching and/or learning needed to fulfill short and long-term career goals and/or specific position moves. How do these aspirations link to WPI’s strategic initiatives and goals?

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**III. SUMMARY**

**How would you rate the employee’s overall performance at this time?** (Please only select one rating.)

[ ]  **Trailblazer**

|  |
| --- |
| Contributions have **tremendous and consistently positive impact** and value to the department and/or the organization. May be unique, often one-time achievements that measurably improve progress towards organizational goals. Easily recognized as a top performer compared to peers. Viewed as an excellent resource for providing training, guidance, and support to others. Demonstrates high-level capabilities and proactively takes on higher levels of responsibility.  |

[ ]  **Solid Performer**

|  |
| --- |
| Consistently demonstrates solid performance. Performance is reflective of a fully qualified and experienced individual in this position. Viewed as someone who gets the job done effectively prioritizes work. Contributes to the overall objectives of the department and/or the organization. Achieves valuable accomplishments in several critical areas of the job.  |

[ ]  **Developing**

|  |
| --- |
| Performing at an acceptable level of performance however requires development. Achieves some but not all goals and is acquiring necessary knowledge and skills.  |

[ ]  **Needs Improvement**

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| The quality of performance is inadequate and shows little or no improvement. Knowledge, skills and abilities have not been demonstrated at appropriate levels.  |

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**IV. SIGNATURES**

**Reviewing Manager’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_

**Employee’s Signature\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_

**Please CC your Division Head when submitting the review.**

*\*Employee signature indicates that the employee has seen the review and a discussion with the manager has taken place and may not necessarily indicate the employee’s agreement with the appraisal.*

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**Optional: Employee Comments**

(*Please attach separate sheet if needed)*

Click here to enter text.