**PERFORMANCE DEVELOPMENT
Prototype Form- Provide feedback** [**here**](https://forms.gle/tsLkcxGR3uTahwNCA)**!**

**Employee Evaluation - Narrative Form**

*This Google Doc is read only. To use the form,* [*make a copy or download it as a Word Document.*](https://support.google.com/docs/answer/49114?co=GENIE.Platform%3DDesktop&hl=en)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Evaluation Period:** |  |
| **Title:** |  | **Reports To:** |  |
| **Department:** |  |  |  |

A best practice in utilizing this form is to review the employee’s job description and the core competencies defined at the end of this form. Competencies should be referenced when evaluating accomplishments and strengths as well as opportunities for growth and development.

**Performance Review**

1. Highlight accomplishments, strengths, and key contributions
2. Detail lessons learned, challenges, and/or opportunities for development
3. State the expectations and goals for the upcoming review period. Give details and examples of how these goals might be met. Include professional development goals if not already mentioned above.

**Employee Comments** (optional, may be submitted separately):

**SIGNATURES**

This will become part of the employee’s personnel record and may be used in decisions concerning advancement, future training needs, performance-related salary adjustments, or possible disciplinary actions.

Employee and supervisor acknowledge that they have met to review the performance evaluation. The employee may attach comments to the evaluation if desired. After Department Head and Senior Staff approval, all signers receive a copy of this evaluation and it will become part of the personnel record.

**Employee:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |   | Date: |   |
| Name: |   | Title: |   |

*(Signing indicates you have received this performance review, not that you necessarily agree with it)*

|  |  |
| --- | --- |
| Mark if you have attached comments to this document. |  |

**Supervisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |   | Date: |   |
| Name: |   | Title: |   |

**Department Head (as appropriate):**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |   | Date: |   |
| Name: |   | Title: |   |

**Senior Staff Member:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |   | Date: |   |
| Name: |   | Title: |   |

**Performance Development Competencies**

Competencies have been defined in two levels: Effective and Exceed Expectations.

**Subject Matter Expertise**

Effective: Demonstrates the knowledge and skills needed to perform the job.

Exceeds expectations: Seeks opportunities to expand work-related knowledge, skills, and expertise. Engages in professional development opportunities.

**Personal Leadership and Innovation**

Effective: Effectively manages and utilizes time, is self motivated, and approaches work from a service mindset. Identifies and resolves problems with an eye for quality and continuous improvement.

Exceeds expectations: Takes a strategic approach to organizational challenges. Uses innovative and creative ideas to solve problems and enhance the working environment. Actively evaluates new ways of working and is not afraid to make mistakes in productive ways.

**Communication and Collaboration**

Effective: Is responsive to the needs and expectations of customers. Demonstrates effective listening skills, proactively shares information and effectively communicates. Works effectively as part of a team, exhibits civility and respect. Solicits input and assistance from others.

Exceeds expectations: Consistently goes above and beyond to serve others and maintains a positive attitude. Asks questions and makes efforts to resolve misinformation and concerns. Hold themselves mutually accountable for the success of the team. Makes time to help colleagues sharing knowledge and resources.

**Accountability, Resource Management, & Sustainability**

Effective: Accepts responsibility for own actions and decisions, demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner. Actively integrate sustainable practices in their work.

Exceeds expectations: Effectively uses current resources before requesting more. Takes initiative and strategic approach to implement higher impact departmental/campus sustainability initiatives.

**Inclusiveness**

Effective: Welcomes, values, and fosters respect for different individuals and points of view. Demonstrates a personal commitment to create a hospitable and welcoming environment.

Exceeds expectations: Provides service in a way that demonstrates sensitivity and responsiveness to the unique identities of all members of the Williams community. Attends and participates in events that build community. Serves as a trusted partner in diversity-related work and initiatives.

**Management/Supervisory Expertise**

Effective: Meets regularly with direct reports, provides feedback and input. Holds direct reports accountable and actively addresses concerns when they arise including disciplinary procedures, when necessary. Completes annual evaluations.

Exceeds expectations: Seeks guidance and opportunities to learn and use management and supervisory skills. Encourages direct reports to be proactive and to seek development opportunities. Coaches employees for development and higher level performance.

**Performance Development Competencies**

Competencies have been defined in two levels: Effective and Exceed Expectations.

**Subject Matter Expertise**

Effective: Demonstrates the knowledge and skills needed to perform the job.

Exceeds expectations: Seeks opportunities to expand work-related knowledge, skills, and expertise. Engages in professional development opportunities.

**Personal Leadership and Innovation**

Effective: Effectively manages and utilizes time, is self motivated, and approaches work from a service mindset. Identifies and resolves problems with an eye for quality and continuous improvement.

Exceeds expectations: Takes a strategic approach to organizational challenges. Uses innovative and creative ideas to solve problems and enhance the working environment. Actively evaluates new ways of working and is not afraid to make mistakes in productive ways.

**Communication and Collaboration**

Effective: Is responsive to the needs and expectations of customers. Demonstrates effective listening skills, proactively shares information and effectively communicates. Works effectively as part of a team, exhibits civility and respect. Solicits input and assistance from others.

Exceeds expectations: Consistently goes above and beyond to serve others and maintains a positive attitude. Asks questions and makes efforts to resolve misinformation and concerns. Hold themselves mutually accountable for the success of the team. Makes time to help colleagues sharing knowledge and resources.

**Accountability, Resource Management, & Sustainability**

Effective: Accepts responsibility for own actions and decisions, demonstrates commitment to accomplish work in an ethical, efficient and cost-effective manner. Actively integrate sustainable practices in their work.

Exceeds expectations: Effectively uses current resources before requesting more. Takes initiative and strategic approach to implement higher impact departmental/campus sustainability initiatives.

**Inclusiveness**

Effective: Welcomes, values, and fosters respect for different individuals and points of view. Demonstrates a personal commitment to create a hospitable and welcoming environment.

Exceeds expectations: Provides service in a way that demonstrates sensitivity and responsiveness to the unique identities of all members of the Williams community. Attends and participates in events that build community. Serves as a trusted partner in diversity-related work and initiatives.

**Management/Supervisory Expertise**

Effective: Meets regularly with direct reports, provides feedback and input. Holds direct reports accountable and actively addresses concerns when they arise including disciplinary procedures, when necessary. Completes annual evaluations.

Exceeds expectations: Seeks guidance and opportunities to learn and use management and supervisory skills. Encourages direct reports to be proactive and to seek development opportunities. Coaches employees for development and higher level performance.