



# DONNELLY COLLEGE

EST. 1949

## Annual Staff Evaluation

Employee Name: \_\_\_\_\_

Employee Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluation Period:

Annual \_\_\_\_\_ New Hire Initial Period \_\_\_\_\_ Other \_\_\_\_\_

# Performance Evaluation for Staff Employee

This document is intended as a guide in discussing employee job performance during the past review period and for creating and continuing goals for the coming review period. The final, signed evaluation will become a part of the employee's personnel file. This annual evaluation is one component of employee performance management. Additional components should include ongoing feedback, coaching, and development. The 2022 edition of the performance evaluation includes interactive employee questions to create openings for conversation during this process.

## EVALUATION INSTRUCTIONS

Using the three listed performance levels for each performance factor - "Improvement Needed", "Satisfactory Performance" and "Highly Effective". The supervisor should check the box that most closely describes the employee's performance for each numbered performance factor. **More than one level may be checked if during the evaluation period performance changed. The change should be explained.** A space is provided for comments about applicable accomplishments, achievement of goals, changes in performance and developmental concerns/needs. **The inclusion of specific examples and observations is recommended.**

- Numbered items 1-10 apply to all employees.
- Items 11, 12, and 13 apply only to supervisory employees.
- If a numbered performance item does not apply, please enter N/A (Not applicable).

## THREE PERFORMANCE LEVELS

1. **HIGHLY EFFECTIVE:** High quality of work and contributions are recognized. The majority of performance outcomes routinely and consistently exceed defined expectations, producing important and impactful results for the department and/or college through planning, execution, and creativity. Projects and objectives are completed in a manner that expands the scope and impact of the assignment.
2. **SATISFACTORY:** The employee is successful in performing the majority of job responsibilities and makes a solid, reliable, and meaningful contribution to the department and/or college. Performance is competent, efficient, and effective along established expectations. Initiative, resourcefulness, and good judgment are consistently exercised.
3. **IMPROVEMENT NEEDED:** While the employee's performance is effective in some areas, there are other areas in which performance is inconsistent and/or falls below established expectations. It is possible that performance is not acceptable in critical areas of the job and falls below minimum expectations. Significant improvement is needed in these areas.

**IMPORTANT NOTE:** When the "Improvement Needed" Factor is assigned, the supervisor is required to create a Performance Improvement Plan (PIP) for the employee at the same time of the evaluation. The PIP should be reviewed by HR before it is presented to the employee. The PIP should define specific performance objectives with required target dates and will outline strategies for achieving success. The supervisor and employee are then required to meet at the assigned Action Item dates to review the PIP to track progress. After the final review between the supervisor and the employee, the signed Performance Improvement Plan will become part of the employee's personnel file.

**As the supervisor,** begin the evaluation by stating the objective of the evaluation and review Donnelly’s mission, (listed below,) and your department goals. It helps to have department goals in writing along with a copy of the employee’s job description as you work through the evaluation process.

Explain to the employee – The evaluation process is in place to improve and enable employee performance, making the college stronger. The evaluation offers a format to discuss the employee’s job performance and the supervisor’s role in assisting and guiding the employee. **BE SURE TO GIVE THE EMPLOYEE THE TIME THEY NEED TO REVIEW THIS EVALUATION BEFORE THEY SIGN IT.**

Some of the evaluation items are interactive so the employee has input during the evaluation. There are suggested questions for the employee (and the employee who is a supervisor) to answer. There is a 2-page list of these questions at the end of the evaluation if you would like the employee to have the questions ahead of time to consider.

### Donnelly’s Mission

Donnelly College is a Catholic institution of higher education that seeks to continue the mission of Jesus Christ in our time by making the love of God tangible in our world.

Specifically, the mission of Donnelly College is to provide education and community services with personal concern for the needs and abilities of each student, especially those who might not otherwise be served.

### Department Goals

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PERFORMANCE FACTOR	Highly Effective	Satisfactory	Improvement Needed
<b>1. QUALITY OF WORK AND/OR PRODUCTIVITY</b> Consider the employee's accuracy, thoroughness, effectiveness, efficiency, and timeliness. Consider the extent to which projects are well planned, analyzed, and implemented.			
Comments:			
PERFORMANCE FACTOR	Highly Effective	Satisfactory	Improvement Needed
<b>2. FLEXIBILITY</b> Consider performance under pressure, handling multiple assignments, adaptability to change, and ability to manage conflicting priorities.			
Comments:			
<p>Question to employee: <b>What was the biggest challenge you faced in your role this year and how did you deal with it?</b></p>			











## SECTION FOR EVALUATION FOR EMPLOYEE WHO IS A SUPERVISOR (Items 11, 12 & 13)

PERFORMANCE FACTOR	Highly Effective	Satisfactory	Improvement Needed
<b>11. LEADERSHIP – (Supervisor Factor)</b> Consider the supervisor's model of positive leadership, providing coaching and encouragement for each employee within the group. Consider the supervisor's effort to build an environment that supports collaboration, teamwork, and respect for and acceptance of individual strengths and differences.			

Comments:

PERFORMANCE FACTOR	Highly Effective	Satisfactory	Improvement Needed
<b>12. EMPLOYEE DEVELOPMENT (Supervisor Factor)</b> Consider the extent to which the supervisor provides employee guidance and specific opportunities for training, development, and advancement. Consider the supervisor's openness to employee questions and new ideas.			

Comments:

Question: How would you describe your supervisory style? How do your employees respond to this style? Do you plan any changes in your management style in the future?



## OVERALL EVALUATION (for employee & for supervisor) - CONCLUSION

PERFORMANCE FACTOR	Highly Effective	Satisfactory	Improvement Needed
<b>SECTION I: OVERALL PERFORMANCE</b>  Summary of the employee's performance during the review period.			

Comments:

**Question to employee: Is there a part of your job that you would do differently? Please explain.**

PERFORMANCE FACTOR	Highly Effective	Satisfactory	Improvement Needed
<p><b>SECTION II: GOALS</b></p> <p>Summarize the status of the employee's effect on department goals and the college mission during the last review period.</p>			

Comments:

SECTION III: SUPERVISOR'S ADDITIONAL COMMENTS

2. Describe new department goals and how the employee will need to support those goals in the coming review period.

Question to employee: **Do you foresee challenges to achieving any of the goals for the next year?**

Question to employee: **Where do you believe the college and/or your department could improve or become more efficient?**

Enter additional comments about the employee's performance and job responsibilities on any performance factors not previously included in this evaluation.

## SECTION IV: EMPLOYEE'S COMMENTS

Please include requests for development not previously noted and describe any obstacles to getting your work done and opportunities you are interested in that were not previously discussed and noted in this evaluation. (If additional paper is needed for comments, please include the additional input at this time).

**SECTION V: Supervisor Action Items to address employee needs:**

SUPERVISOR - BE SURE TO GIVE THE EMPLOYEE THE TIME THEY NEED TO REVIEW THIS EVALUATION BEFORE THEY SIGN IT.

Target date: \_\_\_\_\_

**SECTION VI: SIGNATURES**

**Please sign and return the original evaluation to your supervisor.**

By signing below, I acknowledge that I have reviewed this evaluation and I am aware of how my supervisor evaluated my performance. My signature acknowledges that I have read and understand my evaluation but my signature does not imply that I agree with every part of this evaluation.

I am aware that if I do not agree with my evaluation, I may reply in writing, either in the space provided on this form or on additional pages.

The signed evaluation and any written response will become a part of my personnel file.

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**SUPERVISOR'S SIGNATURE**

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**Date**

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**EMPLOYEE'S SIGNATURE:**

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**Date**

## Staff Evaluation – Interactive Employee Questions

Below is a list of questions that may be asked during your evaluation to encourage you to provide your input and ideas. (These questions can be given to the employee ahead of time.)

1. Question on Flexibility: What was the biggest challenge you faced in your role this year and how did you deal with it?
2. Question on Initiative: Do you believe you have any work strengths or capabilities that are underutilized?
3. Question on Dependability: What factors, if any, affected your dependability this year?
4. Question on Communication & Interactions with Others: What do you consider to be your best work?
5. Question on Teamwork & Collaboration: Do you believe our department is working well together? Do you have suggestions to improve the overall department performance?
6. Question on Technology: Is there technical training you need to be better at your job?
7. Question on Resources: What additional tools or access do you need to be productive at your job?
8. Question on Overall Performance: Is there a part of your job that you would do differently? Please explain.
9. Where do you believe the college and/or your department could improve or become more efficient?

## Staff Evaluation – Interactive Questions for Employee who is a Supervisor

. (These questions can be given to the supervisor employee ahead of time.)

Below is a list of questions that may be asked during your evaluation to encourage you to provide your input and ideas.

1. How would you describe your supervisory style? How do your employees respond to this style? Do you plan any changes in your management style in the future?
2. **What made supporting your employees difficult this year?**
3. **What support do you need in carrying out your supervisory role?**