**PERFORMANCE DEVELOPMENT**

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

**Employee Evaluation Form**

**Service Maintenance and Culinary Staff**

*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)

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

**INSTRUCTIONS:**

Please rate each competency, then use the comment boxes below to expand on accomplishments and strengths as well as opportunities for growth and development.

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| --- | --- | --- | --- | --- |
| **Rating** | **Definition** |  |  |  |
| **Exceeds expectations** | Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. | | | |
| **Effective** | Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. | | | |
| **Improvement needed** | Performance failed to meet expectations in one or more essential areas of responsibility. Employee needs to acquire and/or develop necessary skills to build and sustain performance standards | | | |

The goal of the performance development process is to reach a mutual understanding of the expected standards of performance and assess the employee’s performance based on those standards.

Instructions: Competencies have been defined in two levels: Effective, and Exceed expectations. For each competency, mark the rating with an “X”.

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| --- | --- | --- | --- | --- |
| **Competencies** | |  |  |  |
| **Job Knowledge**  Effective: Demonstrates the knowledge and skills that are needed to perform the job.  Exceeds expectation: Seeks opportunities to expand work-related knowledge, skills, and expertise. Attends campus programs and/or utilizing online training resources for professional development. | |  |  |  |
| **Service to Others and Problem-solving**  Effective: Is responsive to the needs and expectations of customers. Identifies and resolves work problems with an eye for quality and continuous improvement.  Exceeds expectation: Consistently goes above and beyond to serve others and maintains a positive attitude. Uses innovative and creative ideas to solve problems and enhance the team. | |  |  |  |
| **Communication and Collaboration**  Effective: Demonstrates effective listening skills, proactively shares information and effectively communicates. Works effectively as part of a team, exhibits courtesy and respect. Solicits input and assistance from others.  Exceeds expectation: Ask 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: Effectively manages and utilizes their time and college supplies, is a reliable team member. Takes personal ownership of one’s work.  Exceeds expectation: Works toward enhancing the college’s principle of sustainability. Routinely makes suggestions to improve effectiveness and/or reduce waste, which may be in the use or supplies or work processes. | |  |  |  |
| **Inclusiveness**  Effective: Different points of view are welcomed and valued.  Exceeds expectation: Provides service in a way that demonstrates sensitivity and responsiveness to the unique identities of all members of the Williams community. Attends events that build community. | |  |  |  |

**Supervisor Comments on Overall Performance:** Please include specific examples when ratings of “Exceeds expectations” or “Improvement needed” are given

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

Check if you have attached comments to this document.

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Note: If an employee receives two or more *Improvement needed* ratings, a [performance improvement plan](https://hr.williams.edu/learning-and-development/perf-dev/perf-eval-forms/) should be initiated. Please contact the Assistant Director of Human Resources or the Learning and Development Manager for assistance.

**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:**

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

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

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

**Supervisor:**

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

**Department Head (as appropriate):**

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

**Senior Staff Member:**

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