

# CORNELL COLLEGE

## ADMINISTRATIVE STAFF PERFORMANCE REVIEW

|               |                |                     |                     |
|---------------|----------------|---------------------|---------------------|
| EMPLOYEE NAME | POSITION/TITLE | DATE OF HIRE        |                     |
| DEPARTMENT    | SUPERVISOR     | DATE OF LAST REVIEW | CURRENT REVIEW DATE |

This Employee Performance Review will evaluate the individual's ability to meet the demands of the job description as established by the College.

- I. Responsibilities and Accomplishments
- II. Performance Factors for evaluating performance per job description
- III. Future Job Objectives and Development Plan
- IV. Employee Comments

**SECTION I: Responsibilities and Accomplishments**

This section shall include a summary of the staff member's major responsibilities, specific objectives and accomplishments.

**Goals/Objectives  
(Major Responsibilities)**

**Accomplishments/Comments**

|   |   |
|---|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 | 6 |

**SECTION II: Performance Factors**

Comment on the performance factors listed below. In your comments, take into account not only what can be quantified, but also the quality of attitude, effort, interaction, or activity involved.

**Job Knowledge**

Demonstrates an understanding of the purpose and elements of the job. Understands the work environment and job requirements.

COMMENTS:

**Productivity**

Produces a high level of work output on a regular basis. Work produced is thorough and accurate.

COMMENTS:

**Planning and Organizing**

Effectively plans, organizes and implements duties and programs. Sets appropriate priorities.

COMMENTS:

**Communication Skills**

Effective written and oral skills.

COMMENTS:

**Teamwork**

Works effectively with co-workers within and outside of the department.

COMMENTS:

**Leadership/Effective Cooperation**

Demonstrates the ability to secure results through others; the ability to effectively work with others to maximize job results.

COMMENTS:

**Problem Solving & Decision Making**

Demonstrates the ability to identify and define problem areas. Identifies, evaluates and offers practical solutions to problems. Makes decisions in timely manner after gathering and evaluating all appropriate available information.

COMMENTS:

**Additional Comments**

**SECTION III: Future Job Objectives and Development Plan**

Establish with employee job goals and objectives and a development plan for the coming year. List those specific objectives that relate to improving or maintaining the employee's current job performance. If specific training/development is necessary, state the kind, relationship to the job, and specific plans.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Training/Development Plan**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION IV: Employee Comments**

How can my supervisor assist me in meeting my goals and objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and discussed this evaluation with my supervisor.

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

(Signing does not necessarily indicate agreement)

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

Direct Report Review \_\_\_\_\_ Date: \_\_\_\_\_

After obtaining all requested signatures, please send a completed copy of this evaluation to the Personnel Office, give a copy to the employee and retain original for your file.