



HELLENIC COLLEGE HOLY CROSS EMPLOYEE PERFORMANCE APPRAISAL FORM

EMPLOYEE INFORMATION

NAME:	DATE:
JOB TITLE:	DEPARTMENT:
MANAGER:	REVIEW PERIOD - FROM:
	TO:

ASSESSING EMPLOYEE SKILLS/COMPETENCIES

SKILLS/COMPETENCY	RATING	COMMENTS
Professional Knowledge/Technical Expertise/Job Specific Skills Does the employee possess and apply the requisite knowledge and skills necessary to effectively meet job expectations and contribute to overall goals?		
Stewardship/Use of Resources/Budgetary Responsibility Does the employee demonstrate accountability and sound judgment in using HCHC resources? Effectively utilize appropriate, available resources to fulfill responsibilities? Actively participate in budget process with relevant Finance, Development and other staff? Continually monitor program, project and/or department expenditures responsibly and within budget constraints?		
Technical Expertise Does the employee possess requisite technical proficiency (MS Suite; Jenzabar, Raizer's Edge; email; database; etc.) necessary to meet job expectations and complete assigned tasks?		
Written and Verbal Communication Skills Does the employee communicate effectively and appropriately? Use good judgment as to what to communicate? Articulate ideas clearly? Listen to others and allow them to make their point?		
Interpersonal Skills/Reconciling Differences Does the employee show genuine sensitivity to needs, feelings and capabilities of others? Treat others with respect/consideration both within and outside HCHC? Bring a positive attitude with enthusiasm for and interest in the goals of the team and HCHC as a whole? Express disagreement or differing view point in a manner that allows for mutual understanding?		
Effectiveness Under Pressure Does the employee remain effective and focused on the tasks at hand when working under pressure? Consistently meet demanding deadlines?		
Initiative/Problem Solving Skills/Judgment Does the employee seek out new/productive ways to make an impact or generate new ideas and processes? Seek out or take on additional responsibilities? Use sound judgment about when to take action and when to seek guidance or permission? Work independently?		
Team Skills/Internal and External Collaboration Is the employee an effective team player, adds complementary skills and contributes valuable ideas, opinions and feedback? Communicate in an open and candid way and can be counted on to fulfill commitments made to other team members? Willing to pitch in and help others? Works collaboratively with team, other staff and colleagues outside HCHC? Value the importance of delivering high quality service to internal and external "customers"?		
Accountability/Reliability Does the employee accept responsibility and feel accountable for goals/tasks/projects? Can s/he be relied upon to complete assignments and meet deadlines? Note attendance and punctuality.		



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Time Management/Organization/Planning Does the employee optimize time, meet deadlines & commitments, and establish long and short-term plans? Plan work, establish priorities, measure outcomes, and use feedback to redirect as needed?			
Flexibility/Adaptability Does the employee demonstrate ability to adjust to change and cope with the unexpected? Maintain composure under trying circumstances?			
Management/Leadership Skills (Managers Only) Does the manager/supervisor guide, direct or influence direct report(s) in accordance with HCHC values? Establish a sense of direction and motivate staff to work toward common goals?			
Management Accountability (Managers Only) Does the manager hold employees accountable for their work? Ensure ownership of projects or issues? Follow through on commitments?			
Managing Employee Performance (Managers Only) Does the manager ensure that employee(s) understand the performance standards expected of them? Work with the employee to resolve performance problems?			

DEFENDING AND/OR NOTEWORTHY AREAS OF PERFORMANCE	SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT	OVERALL RATING: SUMMARY TOTAL FOR RATING
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COLLABORATIVELY SET THE EMPLOYEES GOALS/OBJECTIVES FOR THE COMING YEAR

Use the SMART format (i.e., make sure the goals and objectives are: Specific, Measurable, Attainable, Realistic, and Time Bound)
(Objectives to be reviewed by manager and employee quarterly)

Example: 1. Develop project objectives, budgets, work plans and implementation strategies for XYZ project by (date); 2. Recruit _____ (number) new potential donors contacts and/or students per month; 3. Secure new foundation funding from at least _____ (number); 4. Reconcile budget and expense reports within a week of receipt from employees (ongoing); 5. Check general office supply inventory bi-weekly and re-order as needed to avoid shortages (ongoing).

Goal/Objective #1		
Goal/Objective #2		
Goal/Objective #3		
Goal/Objective #4		
Goal/Objective #5		



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Manager Signature:

Date

Employee Signature:

Date:

Employee Comments:

OVERALL PERFORMANCE RATING DESCRIPTORS

Excellent / Outstanding = 3

Employee demonstrates the ability to plan and execute all elements of the position relying on guidance as appropriate. Employee is exceptionally proficient in important skills and the success factors required of the position. Employee carries out her/his work with exceptional initiative, creativity, resourcefulness, effectiveness and efficiency.

Fully Satisfactory = 2

Employee generally demonstrates the ability to execute many elements of the position and may require guidance as appropriate. Employee uses the skills, technical ability, and success factors to meet expectations. This level of performance is expected from a competent, qualified employee who is challenged to achieve continuously improved results.

Unsatisfactory / Needs Improvement = 1

Technical and key success factors are at a level detrimental to performance. Employee has difficulty executing elements of the position and requires excessive time on the part of others for guidance and direction. Problems have arisen or would have arisen if not prevented by others.