**Professional/Professional Faculty**

|  |
| --- |
| **Identification Information** |
| Employee Name |       | Banner ID |       |
| Working Title |       | Position # |       |
| Evaluation Period | From 5-1-Last Year | To 4-30-Current Year |
| Department |       | Division |       |
| Supervisor’s Name |       | Supervisor’s Position # |       |
| Reviewer’s Name |       | Reviewer’s Position # |       |

###### Use the rating scale below for evaluation:

**5:** **Exceptional Performer**

Employee exceeds expectations by stepping well beyond the scope of his or her position description to deliver real change to the department or unit. The individual is an exceptional employee who achieves an unusually high level of performance relative to all assignments and objectives. The expectation is that this rating should reflect performance in the top 5% of all performers.

 **4: Advanced Performer**

The employee is a critical member of the team with performance that is consistently above established expectations. The employee seeks improvement of self, office practices, team, and/or department. The individual goes above and beyond what is expected to contribute to the success of the department or unit. The expectation is that this rating should be given to staff members who are in the top 15% of all performers.

 **3: Solid Performer**

The employee fully meets the established job expectations and is a reliable and solid performer. The employee generally performs well and requires little additional guidance. The individual demonstrates initiative to meet goals and objectives of position. The expectation is that most staff should be in this category, unless they are newly hired or have new responsibilities.

 **2: Developing Performer**

The employee meets some of the job expectations, but not all. The individual requires support and direction to complete assignments. The employee generally performs at a minimum level and improvement is needed to fully meet expectations. This rating may be given to a new employee who has yet to learn or master a specific skill. In this latter case, the rating is a reflection of the employee’s time in the position.

 **1: Under-Performer**

The employee’s performance generally fails to meet the established expectations or requires frequent supervision and/or the redoing of work. The individual is not performing at the level expected for employees doing this type of work. Unacceptable job performance is due to the employee’s lack of knowledge, skill or effort.

###### Section I: Performance Assessment

###### Part A: Core Competencies

The 5 core competencies listed below are vital to the success of all professional members at W&M. Please rate the professional member’s performance with respect to each of the core competencies.

**Please note that comments in this section should be more detailed for ratings of Under-Performer or Exceptional Performer.**

|  |  |  |
| --- | --- | --- |
| **Accountability, Responsibility and Dependability** | **Comment** | **Rating** |
| * Demonstrates initiative; takes ownership of job responsibilities
* Seeks input and acts upon feedback
* Enhances personal knowledge, skills and abilities
* Takes responsibility for and/or acknowledges errors
* Completes assignments and follows through on commitments and tasks
 |  |  |
| **Relationship Building** | **Comments** | **Rating** |
| * Serves as a positive team member and/or colleague
* Treats co-workers with respect, honesty and fairness
* Establishes productive working relationships
* Is flexible and adapts to changing priorities
* Resolves conflicts effectively
 |  |  |
| **Communication** | **Comments** | **Rating** |
| * Communicates verbally and in writing at a level appropriate for his/her position
* Shares information on a timely basis with supervisors and direct reports
* Engages in meaningful, two-way conversations
* Speaks effectively, understands others, listens attentively and clarifies information when necessary
* Demonstrates effective interpersonal communication with direct reports, peers, and supervisors
 |  |  |
| **Institutional Values** | **Comments** | **Rating** |
| * Projects a positive image of William & Mary
* Embraces the University’s commitment to maintain a diverse and inclusive workplace
* Adheres to University policies and procedures
* Demonstrates commitment to mission and values of William & Mary as well as department goals
 |  |  |
| **Problem Solving/Decision Making** | **Comments** | **Rating** |
| * Gives reasonable consideration to all facets of issues that may arise
* Gathers and analyzes information
* Demonstrates strong, rational, and critical thinking skills
* Demonstrates creativity. Committed to finding solutions
* Makes timely decisions
* Successfully reconciles conflicting views
 |  |  |

###### Part B: Supervisor Competencies

Not Applicable [ ]

The following competencies are vital to the success of all individuals who supervise staff and/or students. Please rate the performance with respect to the supervisory competencies listed below. **Please note that comments in this section should be more detailed for ratings of Under-Performer or Exceptional Performer.**

|  |  |  |
| --- | --- | --- |
| **Leadership/Managing Others** | **Comments** | **Rating** |
| * Treats others with respect and fairness
* Demonstrates strong emotional control
* Holds employees accountable
* Provides timely, constructive and balanced feedback
* Recognizes importance of the performance management process
* Motivates subordinates and fosters teamwork
* Works to resolve conflicts quickly, fairly and effectively
* Plans, controls and delegates work effectively
 |  |  |
| **Coaching and Developing** | **Comments** | **Rating** |
| * Sets specific goals and job objectives and works with staff members to prioritize and revise goals
* Motivates staff members to perform at the highest level
* Provides support and guidance to employees
* Identifies training and development opportunities
* Guides employees to come up with solutions and learn from mistakes
 |  |  |

|  |  |
| --- | --- |
| **Part A & B Average Overall Performance Rating** |  |

###### Part C: Core Job Responsibilities and Achievement of Goals

Please list and rate the professional member’s performance goals and/or specific job responsibilities from the prior year performance plan. When assessing performance, please consider whether he/she identified meaningful goals, modified his/her goals to meet changing needs, pursued training and development opportunities or made sufficient progress toward the achievement of his/her goals.

**Please note that comments in this section should be more detailed for ratings of Under-Performer or Exceptional Performer.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal and/or Objective 1** | **Comments** | **Rating** | **Weight (Optional)** |
|       |       |  | **% of 100%** |
| **Goal and/or Objective 2** | **Comments** | **Rating** | **Weight (Optional)** |
|       |       |  | **% of 100%** |
| **Goal and/or Objective 3** | **Comments** | **Rating** | **Weight (Optional)** |
|       |       |  | **% of 100%** |
| **Goal and/or Objective 4** | **Comments** | **Rating** | **Weight (Optional)** |
|       |       |  | **% of 100%** |
| **Attach additional pages if necessary.** |

|  |  |
| --- | --- |
| **Part C Average Overall Performance Rating** |  |

Section II: Overall Performance Evaluation Rating

|  |
| --- |
| **Overall Performance Evaluation** |
| **Parts A & B Average Performance Rating** |  |
| **Part C Average Performance Rating** |  |
| **Average Overall Performance Rating****Example:****If the average of Parts A & B is 3, and the Part C average is 4, the Average Overall Performance Rating would be 3.5.** |  |
| **Comments:** |
|  |

Section III: training and Development Opportunities

Please identify any professional training and development opportunities you would like the employee to complete during the next review period.

|  |
| --- |
| **Training and Development Opportunities** |
|       |

Section IV: Employee Comments

|  |
| --- |
| **Comments** |
|       |

**Signatures and verifications**

I have reviewed this performance evaluation with my supervisor and was given an opportunity to provide comments in Section IV above.

 Employee: Date:

 Supervisor: Date:

I have read and approved this performance evaluation.

Reviewer: Date:

**An Overall Performance Rating of 1 or 5 in Section II also requires Dean or Vice President approval.**

Reviewer: Date: