

Alfred University

NUMERICAL SCALE 90 DAY/TRANSFER PERFORMANCE REVIEW FORM

Employee's Name:

Title:

Date of Hire/Position Change:

Review Date:

Performance Competencies (*Depending on position, some competencies may be more relevant than others.*)

5_ Exceptional:	Performance is consistently superior and significantly exceeds position requirements.	5_ Exceptional	4_ Highly Effective	3_ Proficient	2_ Inconsistent	1_ Unsatisfactory
4_ Highly Effective:	Performance frequently exceeds position requirements.					
3_ Proficient:	Performance consistently meets position requirements.					
2_ Inconsistent:	Performance meets some, but not all position requirements.					
1_ Unsatisfactory:	Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.					
N/A_ New/Not Applicable:	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.	N/A_ New/Not Applicable				
<p>1. Attendance and punctuality:</p> <p>Rate the employee's attendance including timeliness in arriving to/departing from work as well as returning from lunch and breaks. Has the employee demonstrated an appropriate work ethic and commitment to the job?</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
<p>2. Job Knowledge and Understanding of Responsibilities:</p> <p>Rate the employee's abilities to do the work assigned, to understand directions, and to effectively apply training (formal and informal) to the actual work. Does the employee understand the issues relevant to the department and the work that must be done?</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
<p>3. Ability to Assume Control of Responsibilities:</p> <p>Rate the employee's ability to assume increased responsibility and control over his/her scope of work. Has the employee demonstrated an adequate ability to complete assigned work?</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
<p>4. Communication Skills and Interpersonal Skills:</p> <p>Rate the employee's ability to inform, listen, follow directions, provide follow-up and work effectively with others.</p> <p><i>Brief explanation:</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					

Alfred University

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<p>5. Organization Skills: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Rate the employee's ability to manage work details, organize work into reasonable and thorough plans, and set objectives and priorities. Has the employee demonstrated an ability to work efficiently and effectively within the department?</p> <p><i>Brief explanation:</i></p>						
<p>6. Initiative: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Rate the employee's willingness to assume the full scope of responsibilities related to the job. Has the employee started and finished work without prompting? Does the employee display creativity in seeking solutions to problems?</p> <p><i>Brief explanation:</i></p>						
<p>7. Work Quality and Accuracy: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Rate the quality of employee's work. Is the employee's work generally of high quality without errors, accurate and neat? How often is re-work required?</p> <p><i>Brief explanation:</i></p>						

Overall rating of this employee (Add all categories and divide by 7): _____
 (1= unsatisfactory; 2= Inconsistent; 3= Proficient; 4= Highly Effective; 5= Exceptional)

The employee understands and complies with University and departmental policies and procedures?

Yes No

The employee has demonstrated the competencies required to satisfactorily perform in this position? (If the answer is no, a development plan should be attached)

Yes No

Areas needing development/improvement:

Alfred University

Is there a performance improvement plan attached?

Yes

No

RECOMMENDATIONS FOR THIS EMPLOYEE:

Retain

Review again on _____

Separate Employment

SUPERVISOR COMMENTS

EMPLOYEE COMMENTS

This annual performance review will become part of your Alfred University personnel file. Please sign below to acknowledge that you have received this document.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Secondary Supervisor's Signature: _____

Date: _____