



## PERFORMANCE EVALUATION NON-UNIT PROFESSIONAL

### PART I: GENERAL INFORMATION

Name: \_\_\_\_\_

State Title: \_\_\_\_\_

Campus Title: \_\_\_\_\_

Department: \_\_\_\_\_

Annual Evaluation Period: July 1, 20 to June 30, 20

### PART II: EVALUATION OF SPECIFIC AREAS

#### Workflow Process

- 1) **Employee** completes self-evaluation in the EMPLOYEE SECTIONS for each area of evaluation.
- 2) **Employee** signs verifying self-evaluation is complete and **submits** to **Supervisor** for response.
- 3) **Supervisor** completes the SUPERVISOR SECTIONS for each area of evaluation.
- 4) **Supervisor** signs verifying their response is complete and **submits** to **employee** for review and/or additional comments. A meeting with the employee is *recommended* before next step to allow for discussion.
- 5) **Employee** may record **additional comments** (optional) and **signs verifying receipt** of completed evaluation.
- 6) The form routes to **Division VP**, if applicable, for **signature verifying receipt** before final **routing to HR**.

#### Rating Scale

- **Significantly Exceeds Expectations** – work is performed in a distinguished superior manner achieving all goals at a level significantly above expectations; very few employees will achieve this rating.
- **Exceeds Expectations** – work is performed with a high degree of competence and all goals are achieved at a level typically above standard.
- **Meets Expectations** – work is performed in an acceptable manner achieving goals at a level that meets the standard.
- **Does Not Meet Expectations** – work is performed below the standard requirement; has trouble meeting some goals; room exists for improvement.
- **Unsatisfactory** - significantly deficient in skills and abilities.

#### Areas of Evaluation

- Management Responsibilities
- Leadership/Supervision
- Problem Solving/Innovation
- Work Ethic
- Adaptability/Acceptance of Responsibility
- Communications
- Constituent Service
- Interpersonal Skills

#### Evaluation Schedule

Employee self-eval period ends	June 30
Employee self eval due to supervisor	July 15
Supv completes eval and reviews w/employee	August 15
Supv submits completed eval to Division VP	August 31
Division VP reviews and submits to HR	September 15

Contact [HR@westfield.ma.edu](mailto:HR@westfield.ma.edu) for assistance.

This form available at <https://www.westfield.ma.edu/offices/hr-titleix-eo/forms-and-resources>

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**Management Responsibilities** - Is results oriented and assumes responsibility and accountability for work area; considers characteristics, such as the ability to set priorities and manage workload, timely completion of projects; takes pride in work; demonstrates professional skills and knowledge of the responsibilities and duties assigned to the position.

**EMPLOYEE SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

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**Leadership/Supervision** - Demonstrates ability to motivate and manage others; holds employees accountable; provides leadership to subordinates.

**EMPLOYEE SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

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**Problem Solving/Innovation** - Requires little work direction and employs innovative problem solving to accomplish objectives; thinks and acts without being instructed in great detail to reach logical, responsible, timely decisions; recognizes and responds quickly and effectively to problem situations; reports problems to supervisors in a timely manner, when appropriate.

**EMPLOYEE SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

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**Work Ethic** - Seeks opportunities for creativity and new achievements in work area; projects a positive image; demonstrates willingness to go beyond expectations; displays acceptable attendance and availability.

**EMPLOYEE SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

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**Adaptability/Acceptance of Responsibility** - Ability to accept change and adapt to a variety of assignments; ability to be flexible; demonstrates willingness to assume and implement the responsibilities of the position; ability to keep up with changing demands.

**EMPLOYEE SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

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**Communications** – Effectively communicates with others in writing and speaking; listens carefully, represents the University well in internal and external communications; informs supervisors of status of projects and key issues.

**EMPLOYEE SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**    ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

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**Constituent Service** - Responds quickly and in a friendly manner to requests from students, faculty, staff, administrators, and the external community; is courteous and helpful to others; assists constituents efficiently avoiding unnecessary referrals to other offices or agencies.

**EMPLOYEE SECTION**

**Rating:**     ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

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**Interpersonal Skills** - Has effective working relationships with others; treats others with civility and respect; works collaboratively as part of a team.

**EMPLOYEE SECTION**

**Rating:**     ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     ☐ Significantly Exceeds | ☐ Exceeds | ☐ Meets | ☐ Does Not Meet | ☐ Unsatisfactory

**Response:**

### PART III: ACCOMPLISHMENTS AND GOALS

**Accomplishments:** Identify any extraordinary achievements, notable service, or exemplary contributions to the university community made within this evaluation period.

#### EMPLOYEE RESPONSE:

#### SUPERVISOR RESPONSE:

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**Goals:** Identify goals for the upcoming evaluation period.

#### EMPLOYEE RESPONSE:

#### SUPERVISOR RESPONSE:

#### PART IV: ADDITIONAL COMMENTS AND SIGNATURES

Employee Comments (optional):

Supervisor Comments (optional):

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#### Signatures

Employee **Self-Eval** Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor **Eval** Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee **Receipt** of Supervisor Eval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Does not imply agreement with the evaluation)*

Received by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_