

# Saint Mary's College

## Hourly Performance Appraisal

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REVIEW PERIOD: \_\_\_\_\_

### **Saint Mary's College Mission Statement**

Saint Mary's College is a Catholic, residential, women's college in the liberal arts tradition. A pioneer in the education of women, the College is an academic community where women develop their talents and prepare to make a difference in the world. Founded by the Sisters of the Holy Cross in 1844, Saint Mary's College promotes a life of intellectual vigor, aesthetic appreciation, religious sensibility, and social responsibility. All members of the College remain faithful to this mission and continually assess their response to the complex needs and challenges of the contemporary world.

### **Office of Human Resources**



## I. EVALUATION OF PERFORMANCE

Listed below are several performance traits. Rate the employee on each trait using the following scale:

- |   |                           |  |
|---|---------------------------|--|
| 5 | OUTSTANDING PERFORMANCE   | The employee is superior in all phases of the position at all times. S/he needs no supervisory assistance.                                     |
| 4 | ABOVE AVERAGE PERFORMANCE | The employee consistently exceeds acceptable established standards of performance. S/he does more than is expected.                            |
| 3 | AVERAGE PERFORMANCE       | The employee satisfactorily meets acceptable established standards of performance.   |
| 2 | BELOW AVERAGE PERFORMANCE | The employee has not mastered all facets of her/his position and does not satisfactorily meet acceptable established standards of performance. |
| 1 | POOR PERFORMANCE          | The employee consistently fails to meet acceptable established standards of performance.   |

<p><b>Fulfillment of Position Description</b></p> <p>Employee competently performs the various essential functions of the job as set forth in the employee's job description. He/she understands and adheres to established policies and procedures.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>
<p><b>Productivity</b></p> <p>Employee accurately and thoroughly completes an acceptable amount of work. Employee uses initiative to develop and enhance productivity methods to enhance efficiency. S/he goes beyond the parameters of a strict task interpretation to fulfill an apparent or directed need. Employee effectively uses technology in her/his tasks.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>
<p><b>Communication Skills</b></p> <p>Employee demonstrates written and oral effectiveness, presents ideas in a coherent manner, demonstrates effective listening skills, and is considerate of varying viewpoints. S/he uses discretion in handling confidential information.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>

<p><b>Work Ethic</b> Employee reflects a commitment to a just day's work. Employee consistently meets deadlines and uses time effectively. S/he demonstrates regular attendance, punctuality, and adaptability in meeting assignments under adverse conditions.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>
<p><b>Teamwork/Collaboration</b> The employee works effectively with others. S/he assumes shared responsibility to group and team goals and purpose, and is respectful of the ideas and contributions of others. S/he provides and accepts constructive feedback and supports a positive work environment by cooperating in a professional manner with others.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>
<p><b>Resource Management</b> The employee is a good steward of College resources. S/he uses College resources for work related business in accordance with College policy. S/he uses materials and equipment wisely. S/he observes all safe working practices and procedures.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>
<p><b>Judgment/Decision Making</b> The employee uses good judgment in handling tasks, developing plans, making decisions, and taking actions. S/he accepts responsibility for meeting expectations of assigned role and is accountable for her/his decisions and actions and their consequences. S/he identifies problems and operates to address them or have them addressed by others as appropriate.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>
<p><b>Flexibility</b> The employee demonstrates versatility, the ability to adjust to changing job or organizational requirements, and ease with learning and/or accepting new and different duties.</p>	<p>Check Only One</p> <p>5 <input type="checkbox"/> Outstanding</p> <p>4 <input type="checkbox"/> Above Average</p> <p>3 <input type="checkbox"/> Average</p> <p>2 <input type="checkbox"/> Below Average</p> <p>1 <input type="checkbox"/> Poor</p>	<p>Comments:</p>

## II. COMMITMENT TO MISSION

<p><b>Learning</b>  <i>We commit ourselves to academic excellence and foster an environment where all members of the community learn with and from each other.</i>  <b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Participates in learning and development opportunities available.</li> <li>• Seeks opportunities to more efficiently and effectively accomplish one's job duties.</li> <li>• Shares knowledge with others.</li> </ul>	<p>Check Only One</p> <p><input type="checkbox"/></p> <p>Supportive</p> <p><input type="checkbox"/></p> <p>Requires Additional Support</p>	<p>Comments:</p>
<p><b>Community</b>  <i>We sustain a vital community where each member is valued and where all are bound by a common purpose. In an atmosphere of mutual respect, we are called to share responsibility for the success of the College's mission.</i>  <b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Responds respectfully to all community members.</li> <li>• Supports and participates in College events, functions and committees beyond one's designated role.</li> <li>• Practices hospitality.</li> <li>• Familiarizes oneself with the heritage and mission of Saint Mary's College.</li> </ul>	<p>Check Only One</p> <p><input type="checkbox"/></p> <p>Supportive</p> <p><input type="checkbox"/></p> <p>Requires Additional Support</p>	<p>Comments:</p>
<p><b>Faith/Spirituality</b>  <i>We commit ourselves to meeting the spiritual needs of members of all faith traditions. We encourage and support members as they grow spiritually and as they lead lives of faith.</i>  <b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Respects the Catholic identity of Saint Mary's College.</li> <li>• Respects individuals of different faith traditions.</li> </ul>	<p>Check Only One</p> <p><input type="checkbox"/></p> <p>Supportive</p> <p><input type="checkbox"/></p> <p>Requires Additional Support</p>	<p>Comments:</p>
<p><b>Justice</b>  <i>We respect all persons because of their God-given dignity. We act as responsible stewards of resources both on and beyond the campus. We advocate social action and practice principles of justice and compassion.</i>  <b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Utilizes Catholic social teachings as a basis for decision-making.</li> <li>• Responsible and accountable for the use of resources.</li> <li>• Implements policies and procedures which are non-discriminatory, equitable and respectful.</li> </ul>	<p>Check Only One</p> <p><input type="checkbox"/></p> <p>Supportive</p> <p><input type="checkbox"/></p> <p>Requires Additional Support</p>	<p>Comments:</p>

### III. GOALS

List your goals and professional development opportunities you would like to see for the coming year.

### IV. OVERALL PERFORMANCE EVALUATION

Choose one rating that reflects the individual's overall performance for this evaluation period.

**OUTSTANDING PERFORMANCE**

The employee is superior in all phases of the position at all times. S/he needs no supervisory assistance.

**ABOVE AVERAGE PERFORMANCE**

The employee consistently exceeds established standards of performance. S/he does more than is expected.

**AVERAGE PERFORMANCE**

The employee satisfactorily meets established standards of performance.

**BELOW AVERAGE PERFORMANCE**

The employee has not mastered all facets of her/his position and does not satisfactorily meet established standards of performance.

**POOR PERFORMANCE**

The employee consistently fails to meet established standards of performance.

Comments:

### V. DIVERSITY TRAINING

Did the employee attend this year's Diversity Training that was led by the President's Council on Multicultural Affairs?  Yes  No

### VI. SIGNATURES

Prepared by	_____	Date	_____
Reviewed by	_____	Date	_____
Employee	_____	Review Date	_____
		New Review Date	_____

**NOTE:** If prepared by director/department chair, should be reviewed by Vice President

**ORIGINAL APPRAISAL IS TO BE RETURNED TO HUMAN RESOURCES**

Department and Employee may keep a copy of appraisal

