

New York University
Administrative/Professional Annual Evaluation Form

The annual evaluation process provides an opportunity for staff and supervisors to formulate and discuss objectives for the future and to assess performance and progress.

Name: _____

Department/Unit: _____

Position/Salary Grade: _____

I. STAFF SELF-ASSESSMENT : Attach a statement addressing the 2 sections listed below in no more than two (2) pages:

1. List the following:
 - a. Significant accomplishments in the past year
 - b. Additional contributions to the University not covered above
 - c. Participation in work-related educational or organizational activities.
2. Provide a self-assessment of your performance, effectiveness and areas of improvement.

II. SUPERVISOR'S APPRAISAL Attach on separate sheet:

1. Assessment by staff member's supervisor of the list above in the Self-Assessment (1 & 2).
2. Staff member and supervisor establish a list of mutually set goals and objectives for the coming year.
3. Overall Performance Level (Check one):

Far exceeds: Outstanding performance that always exceeds expectations, demonstrated for an extended, sustainable period of time (entire academic year).

Surpasses: Very strong performance that exceeds expectations in most situations, and meets expectations in all others.

Successfully Meets: Consistently strong performance, always meets expectations, occasionally exceeds expectations.

Partially Meets: Indicates good but inconsistent performance, meeting some, but not all job requirements or expectations.

Does Not Meet: Major gaps in performance against job requirements or expectations. Immediate and substantial improvements must be made.

Supervisor's Review:

Supervisor's Signature/Date

Evaluation reviewed by:

Evaluation reviewed by:

Unit Head's Signature/Date

Director's Signature/Date

Staff member's indication of having read evaluation (comments, if any, can be attached):

Signature/Date