**State University of New York at Fredonia**

**Classified Employees**

**Performance Program & Evaluation**

**Instructions and Form**



Overview

The Performance Program and Evaluation cycle is the annual, contractually required process that establishes performance objectives and reviews and assesses an employee’s performance against those objectives.

Instructions

Every classified employee has a Performance Program (PP) and Performance Evaluation (PE) completed annually. To realize maximum benefits from the Performance Management cycle Supervisors need to:

1. Solicit an **optional** 1-page summary of performance accomplishments achieved during the current evaluation cycle. Supervisors are encouraged to contact their immediate supervisor to secure their perspective regarding the employee’s performance.
2. Prepare draft PE and PP forms and schedule a mutually convenient time to meet with the employee and discuss the draft PE and PP forms.
3. Meet with the employee to review and discuss draft PE and PP forms. As necessitated by information exchanged in the meeting, the supervisor modifies the draft PE and PP forms.
4. Secure the employee’s signature on the finalized PE and PP forms, provide employee with a signed copy of both forms, forward the original forms to Human Resources, and provide copies as per distribution list. *Note – employee must sign form to confirm receipt of program and evaluation.*
	* The Evaluation shall include a *summary characterization* of the employee’s performance as either “Satisfactory” or “Unsatisfactory” ([[1]](#footnote-1)).
	* The supervisor shall also utilize the evaluation rating scale (e.g.: “Outstanding,”
	“Highly Effective,” “Satisfactory,” etc.) for the criteria listed on the form.
5. The employee may provide written commentary regarding Evaluation. If commentary is included, it shall be listed on, or attached to the form and placed in the employee’s official personnel file.

**State University of New York at Fredonia**
**Classified Employee**

**Performance Evaluation Form**

 Employee Name

 Department

 Evaluation Period       To

 Budget Title

 Immediate Supervisor

Part I

Utilizing the scale of 5 (“Outstanding”) to 1 (“Unsatisfactory”) evaluate the employee’s performance against the Performance Program objectives.

|  |  |  |
| --- | --- | --- |
| **Evaluation Rating** | **Description** | **Details** |
| 5 | Outstanding | Employee ***consistently*** ***exceeds*** job requirements |
| 4 | Highly Effective | Employee meets and ***often exceeds*** job requirements |
| 3 | Satisfactory | Employee ***meets all*** job requirements |
| 2 | Satisfactory; Needs Improvement | Employee ***meets some*** job requirements; improvement is necessary |
| 1 | Not Effective**\*** | Employee ***does not meet minimum*** job requirements |
| N/A | Not-Applicable | Employee was unable to meet requirement due to constraint beyond their control. |

***\*****Supervisors need to contact Human Resources if considering a ranking of “Not Effective”.*

|  |  |
| --- | --- |
| Evaluation RatingChoose an item. | **Effectiveness in Performance**May include: |
|  | * Current in knowledge and practices related to position and assignments
* Produces accurate, timely and thorough work
* Completes assignments on a consistent basis; promptly responds to inquiries or service requests
* Provides quality service to students and colleagues
* Reports to work and returns from breaks/lunch on a timely basis
* Works effectively with others
 |
|  | Comments on employee performance vs. Program objectives:      |

|  |  |
| --- | --- |
| Evaluation RatingChoose an item. | **Mastery of Duties or Trade**May include: |
|  | * Ability to complete assignments within prescribed timelines and in accordance with pre-determined objective(s)
* As appropriate, provides leadership on assignment or to colleagues
* Maintains equipment or tools in a satisfactory condition
* Uses equipment or tools in a safe manner
 |
|  | Comments on employee performance vs. Program objectives:      |
| Evaluation RatingChoose an item. | **Initiative, Adaptability and Continued Growth**May include: |
|  | * Creates solutions of value to the department or University
* Identifies problem and independently recommends solution
* Solves problems or displays innovation or creativity in completing assignments
* As appropriate, effectively uses technology to enhance services provided
* Adjusts well to changing conditions or priorities
* Willing to accept new assignments
* Training program(s) attended, improved performance witnessed, additional education or credentials secured (e.g.: Continuing courses, Certificate programs, etc.)
 |
|  | Comments on employee performance vs. Program objectives:      |

Part II—Overall Evaluation

**[ ]**  Satisfactory **[ ]**  Unsatisfactory\*

*Supervisors need to contact Human Resources if considering am overall ranking of “Unsatisfactory.”*

|  |
| --- |
| **University Service - Optional**May include:* Attends University events in support of colleague, department or division.
* Provides service to department, University or Community (e.g.: SEFA, Campus committees, Relay for Life, Labor –Management, etc.)
 |
|  | Use this space to include positive aspects of employees participation which goes above and beyond:      |

Part III—Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Supervisor (Facilities Services only) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee (confirms receipt of evaluation) Date

cc: Official Personnel File

 Employee

 Supervisor

Rev. 5/10/12

1. Supervisors must contact Human Resources if considering a ranking of Unsatisfactory. As per Article 40 of the CSEA *Agreement*, employees may appeal an Unsatisfactory evaluation rating by submitting an appeal within 15 days of receipt of the Performance Evaluation. The appeal form can be found at <http://www.fredonia.edu/humanresources/pdf/AppealForm.pdf>.

Rev. 5/15/12 [↑](#footnote-ref-1)