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Employee Performance Evaluation and Development Program

The purpose of the attached employee performance evaluation and development program is to document employee strengths, identify areas of improvement, to outline future work and development plans, and to support compensation and personnel decisions. It is also a tool that is used to capture and communicate corporate values.

Section I: This section is used to evaluate employee job performance in relation to customer focus, communication, organization and quality of work, technical knowledge, dependability, judgment, leadership, supervisory skills (if applicable) as well as perspective and initiative.

This section contains four overall levels of achievement containing sub rating categories which are used to rate the employee for the current evaluation period. The brief description below is to be used when completing an individual's evaluation.

Does Not Meet Expected Level: Employee consistently does not meet the expectations of the position.

Effective: Needs Improvement: Employee generally performs job duties in a timely and efficient manner however, some improvement is needed.

Effective and Competent: Employee effectively performs job duties in a timely and efficient manner.

Exceeds Expected Level: Employee consistently functions and performs above the expectations of the position and/or frequently puts in additional time to improve current processes or implement new ones.

Your overall Performance Summary rating will be used to determine the amount of your performance advancement or Longevity Award.

Does not Meet Expected Level	Effective: Needs Improvement	Effective and Competent	Exceeds Expected Level of Performance

Employee Name: _____

Employee's Office/Location: _____

Job Title: _____ **Grade** _____

Supervisor's Name: _____

Section I: **Job Performance**

Supervisor: place a check in the appropriate rating box.

1. **Customer Focus-** Individual understands customer needs and responds appropriately; works collaboratively to resolve issues and solve problems.

Does not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

2. **Communication-** Communicates relevant information clearly and concisely; listens and takes responsibility for understanding; works well in a team environment; shares knowledge and respects differences.

Does not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

3. **Organization** - Uses good judgment in setting priorities; manages time well and follows through on work commitments.

Does not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

4. **Quality of Work** – Uses efficient methods and procedures to complete work; achieves high quality results.

Does not meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

5. **Technical Knowledge**- Understands the purpose and function of the job; displays proficiency in specialty; continues to expand and improve knowledge.

Does not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

6. **Dependability**- Meets work commitments and deadlines; completes work in a timely and effective manner and puts in extra time as needed.

Does Not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

7. **Judgment** - Recognizes problems and solves them effectively, involves others when appropriate; uses resources well; is flexible and able to modify style of approach to varying situations.

Does Not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

8. **Perspective and Initiative**- Understands and supports corporate and departmental missions; endorses organizational strategies and development; recognizes his or her department's responsibilities in relation to those of other departments and suggests, plans and implements new processes/enhancements to better the department. Maintains positive outlook.

Does Not meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

9. **Leadership** – Motivates others to work constructively and cooperatively to achieve department goals and objectives and gain the confidence and respect of others.

Does not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

10. **Supervisory Skills (If Applicable)** - Makes effective use of personnel; trains, instructs, guides, and encourages employees to improve and assume more responsibility; effectively delegates, monitors, and follows up; is objective when handling employee relations issues.

Does Not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Comments:

Performance Summary:

Overall level at which the employee is performing:

Does Not Meet Expected Level	Effective: Needs Improvement			Effective and Competent			Exceeds Expected Level of Performance		

Section II: Employee Development

The Research Foundation encourages and supports employees to grow and develop their skills and abilities. In this section, list what skills or new knowledge the employee would like to develop to improve employee performance. The employee should also describe how his/her supervisor and the Research Foundation can assist the employee in meeting development goals and increasing job satisfaction.

The employee should complete this section with input from his/her supervisor. Furthermore, the employee and supervisor should mutually agree upon the final development plan.

Review of Prior Year Action Plan

Action/Step	Completed Yes/No	Details

Additional Accomplishments

Strengths/Growth *(Describe strengths and areas of personal and professional growth.)*

Improvement/Development *(Identify key areas of development for the coming year.)*

Upcoming Action Plan (Create a plan to meet short-term and long-term career development goals.)

Action/Step	Start Date	Anticipated Completion Date	Training Needed	Staff Support & Other Resources Needed

Date of six month follow-up: ____/____/____

Date of next annual review: ____/____/____

Supervisor Signature: _____ **Date:** ____/____/____

Employee Signature: _____ **Date:** ____/____/____

Employee Comments:

Department Head Signature: _____ **Date:** ____/____/____