



NEW JERSEY INSTITUTE OF TECHNOLOGY

AFSCME PERFORMANCE EVALUATION FORM

C O N F I D E N T I A L

Employee Information

Name:	Department:
Job Title:	Years in Position:
Immediate Supervisor:	Supervisor Job Title:
Immediate Supervisor Signature:	Date:
Review Dates From: July 1, 2020	To: June 30, 2021

Employee Name:

Rating Period: **7/1/2020– 6/30/2021**

Customer Focus/Service Oriented: Maintains attention to customers' needs. Takes personal responsibility for continuously raising the standard of customer service.

Rating (circle one): **EE** **ME** **DE**

Initiative/Flexibility: Identifies a problem, obstacle or opportunity and takes action to address current or future problems or opportunities, within the scope of position as authorized.

Rating (circle one): **EE** **ME** **DE**

Problem Solving: Understands a situation by breaking it into smaller pieces and solving it in a step-by-step method. Commits to actions after identifying alternative methods based on logical assumptions and information.

Rating (circle one): **EE** **ME** **DE**

Attendance: Punctual in arriving at work, in responding to regular duties and in responding to unexpected circumstances, as well as accountable for their whereabouts at all times while on shift. Remains free from disciplinary action for excessive or patterned abuse of sick leave.

Rating (circle one): **EE** **ME** **DE**

Appearance: Uniforms maintained in excellent condition. Uniform attire including safety shoes and outerwear are worn in appropriate manner. Presents himself/herself, without deviation, in a ready, alert, neat, properly groomed and fully uniformed manner at all times.

Rating (circle one): **EE** **ME** **DE**

Persistence/Tenacity: Works systematically and tirelessly to meet or exceed inherent and stated goals and standards for the position, department and university initiatives. Perseveres after meeting difficult challenges or significant obstacles. Exhibits professional stamina while striving to meet, exceed and master objectives over a long period of time.

Rating (circle one): **EE** **ME** **DE**

Employee Name:

Rating Period: **7/1/2020– 6/30/2021**

Absence of Discipline: Remains free from any disciplinary action.

Rating (circle one): **EE** **ME** **DE**

Honesty and Integrity: Acts in accordance with all university and department policies, procedures and expectations. Acts in an honest and ethical manner. Keeps commitments and acknowledges their mistakes. Will not compromise one's responsibility to place the best interests of the department and university over personal gain.

Rating (circle one): **EE** **ME** **DE**

Quality Assurance/ Attention to Detail: Accomplishes tasks through concern for all areas and details involved, no matter how small. Shows concern for all the quality aspects of the job. Accurately checks work and tasks and follows up in a timely manner with appropriate persons. Has the desire to see things accomplished logically, clearly with quality and attention to detail.

Rating (circle one): **EE** **ME** **DE**

Teamwork and Collaboration: Works cooperatively with others to complete assignments efficiently and effectively.

Rating (circle one): **EE** **ME** **DE**

Professionalism: Conducts oneself at all times in a professional, committed, personable and customer oriented manner demonstrating respect for the position, fellow colleagues, department integrity and the university's best interest.

Rating (circle one): **EE** **ME** **DE**

Communications: Communicates effectively verbally and in writing. Strives to share information and understand other's perspectives. Keep's supervisor and all necessary parties well informed.

Rating (circle one): **EE** **ME** **DE**

Employee Name:

Rating Period: **7/1/2020– 6/30/2021**

Civility: Treats others with respect and dignity, values diversity in the work place.

Rating (circle one): **EE** **ME** **DE**

Accountable for Tools and Work Space: Is responsible and accountable for the security and maintenance of the tools needed in their trade or job. Ensures work area is clean and well maintained. Is safety conscious and adheres to all safety regulations.

Rating (circle one): **EE** **ME** **DE**

Forepersons and Supervisors Only (next four expectations)

Supervisory 1: Assign and Track Work Tasks: Effectively prioritize, schedule, assign and oversee completion of all required work in a quality, timely and cost effective fashion. Initiate and update required tasks and clearly document actions taken.

Rating (circle one): **EE** **ME** **DE** **NA**

Supervisory 2: Order Supplies & Materials: Evaluate and determine required materials, supplies and tools necessary to perform job functions; Request and order these items by means of established procedures and systems while remaining within budgeted cost.

Rating (circle one): **EE** **ME** **DE** **NA**

Supervisory 3: Schedule and Account for Staff: Effectively assign staff as needed to complete work assignments; use Time Clock Plus to account for staff and for first level leave time approval.

Rating (circle one): **EE** **ME** **DE** **NA**

Supervisory 4: Lead and Train Staff: Use effective interpersonal styles to influence and motivate others. Work with other supervisors and managers to coordinate daily activities of the organization. Effectively train employees in various types of work procedures, methods, equipment use, proper care and safety programs.

Rating (circle one): **EE** **ME** **DE** **NA**

Employee Name:

Rating Period: **7/1/2020– 6/30/2021**

SUMMARY COMMENTS and RATING OF OVERALL PERFORMANCE

Overall Rating (circle one): EE ME DE

Summarize and Comment on the employee's overall job performance:
(Required for EE or DE Overall Rating)

Employee Name:

Rating Period: **7/1/2020– 6/30/2021**

SIGNATURES AND EMPLOYEE COMMENTS

EMPLOYEE'S SECTION

(If additional space is needed to answer any of the following questions, please attach additional sheet.)

This evaluation has been discussed with me and I have been offered the opportunity to comment on it.

I concur with the evaluation: _____ I do not concur with the evaluation: _____

The following are comments concerning my evaluation:

Comments:

How do you feel your performance can be improved?

Employee's Signature: _____ Date: _____

UNIVERSITY CERTIFICATION

NOTE: Perform Steps 1 through 4 below prior to meeting with employee and/or obtaining employee's signature. After meeting with and obtaining employee's signature, return completed form to Human Resources. Human Resources will share information as necessary, with appropriate representatives of the university and/or the employee. Formal, written, timely submitted rebuttals will be shared as appropriate, prior to final certification and filing of the evaluation and prior to final merit award decisions.

1) Signature of Assistant Manager: _____ Date: _____

2) Signature of Evaluating Supervisor: _____ Date: _____

3) Signature of Division Head (if different): _____ Date: _____

4) Signature of Associate Vice President: _____ Date: _____

5) Signature of Human Resources: _____ Date: _____