**Nazareth University Performance Assessment Process**

**Employee Name:** Click here to enter text. **Job Title:** Click here to enter text.

**Supervisor Name:** Click here to enter text. **Review Period: July 2024 – June 2025**

**Section 1. Current Year Goal and Objective Setting**

**Insert 2024-2025 employee performance goals and professional development actions below.**

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Development Activity:** Click here to enter text.

**Development Activity:** Click here to enter text.

**Development Activity:** Click here to enter text.

**Development Activity:** Click here to enter text.

**Section 2. Mid-Year Performance Discussion**

**Insert 2024-2025 performance goals and development activities accompanied by commentary on the extent to which they have been accomplished during the first half of the academic year.**

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Goal:** Click here to enter text.

**Development Activity:** Click here to enter text.

**Development Activity:** Click here to enter text.

**Development Activity:** Click here to enter text.

**Development Activity:** Click here to enter text.

Employee comment

Supervisor feedback

**Section 3. Full-Year Performance Assessment**

**Demonstration of Core Competencies**

Successful completion of Nazareth assignments requires a demonstration of critical core competencies. Include commentary and discuss the extent to which each competency was demonstrated during the performance period.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating Definitions** | | | |
| **Meets Expectations**  Accomplishes established objectives and meets the University’s high standards for performance. Demonstrates continued professional development. Performance requires an appropriate degree of supervision. | **Requires Improvement**  Performance is below established objectives. Additional development is required. Performance requires a high degree of supervision. | **Exceeds Expectations**  Job performance significantly exceeds objectives. Performance approaches the best possible standard. Requires minimal supervision. | **NOT APPLICABLE** |

**Student-Focused / Constituent-Driven:** Provides information and services promptly, kindly, and effectively to students and/or constituents. Demonstrates a commitment to assist constituents and students within the framework of institutional policies and procedures to support and enhance their experience.

Employee comment

Supervisor feedback

Rating: [Meets Expectations] [Requires Improvement] [Exceeds Expectations]

**Interpersonal Skills:** Encourages and demonstrates open communication, collaboration, teamwork, and professionalism. Cultivates positive working relationships by treating others with dignity and respect. Promotes understanding through effective communication. Skillfully manages conflict in a professional manner.

Employee comment

Supervisor feedback

Rating: [Meets Expectations] [Requires Improvement] [Exceeds Expectations]

**Accountability*:*** Delivers high-quality work, meets deadlines, and adheres to established policies and procedures. Takes responsibility for actions and results, demonstrates reliability, and keeps commitments. Observes attendance policies, respects others' time, is punctual, and follows standard operating procedures.

Employee comment

Supervisor feedback

Rating: [Meets Expectations] [Requires Improvement] [Exceeds Expectations]

**Skills and Abilities*:*** Demonstrates the knowledge and skills required to perform their position effectively and independently while displaying sound judgment and decision-making. Prioritizes skill development and uses technology appropriately to increase productivity and efficiency while promoting forward thinking.

Employee comment

Supervisor feedback

Rating: [Meets Expectations] [Requires Improvement] [Exceeds Expectations]

**Nazareth Values:**Role models Nazareth values (Equity, Community, Courage, Empathy, Integrative Thinking, Ingenuity, and Transformational Learning) in their daily work.

Employee comment

Supervisor feedback

Rating: [Meets Expectations] [Requires Improvement] [Exceeds Expectations]

**The following competency is for employees with supervisory responsibility.**

**Supervisory Skills*:*** Works collaboratively to define appropriate goals, objectives, and priorities to implement the University's mission, vision, and strategic priorities. Role models University values. Defines work assignments effectively and encourages employees to develop alternative solutions to overcome challenges. Provides employees with honest, constructive, and timely feedback. Addresses conflicts and performance concerns in a constructive and timely manner. Coaches and develops employees to ensure achievement of consistent levels of high performance.

Employee comment

Supervisor feedback

Rating: [Meets Expectations] [Requires Improvement] [Exceeds Expectations] [Not Applicable]

**Supervisors, please indicate whether the employee has met expectations for the performance period.**

**Meets Expectations: Yes/No**

**Supervisor Performance Summary:**

**Employee Comment**

**Acknowledgment**

**I acknowledge that I have had the opportunity to discuss this performance assessment with my supervisor and have received a copy of this evaluation.**

**Employee Signature: Date:**

**Supervisor Signature: Date:**