

Performance Goals and Review

Employee Name		Supervisor Name
Employee Title		Supervisor Title
Department		Dual Report Manager Name
Evaluation Period	Time in Position	Dual Report Manager Title

Unsatisfactory	Needs Improvement	Met/Exceeded Expectations	Exceptional
Performance was below expectations in essential areas of responsibility, with key goals and objectives missed. Contribution was typically below that of peers or incumbents in comparable positions.	Performance often met, but did not consistently meet, position expectations. One (or more) of the most critical annual objectives was not met. Incumbent typically needs further coaching and development to fully meet position expectations.	Performance consistently met or exceeded NYU's high standards and expectations. All critical annual goals were achieved. Incumbent widely recognized as a strong and valued contributor.	Performance noticeably exceeded expectations and made a unique contribution to the achievement of University, School, or Departmental objectives. This rating is awarded to under 20% of NYU's incumbents and is typically reserved for the top performer(s) for the year.

Overall Performance for the Year Include how results were achieved (i.e., Leadership, Teamwork, Organizational Progress, etc.)	Supervisor Rating
	Exceptional Met/Exceeded Expectations Needs Improvement Unsatisfactory

Key Accountabilities & Goals	Mid-Cycle Status	Year-End Results	Supervisor Rating
1			<input type="checkbox"/> Exceptional <input type="checkbox"/> Met/Exceeded Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
2			<input type="checkbox"/> Exceptional <input type="checkbox"/> Met/Exceeded Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
3			<input type="checkbox"/> Exceptional <input type="checkbox"/> Met/Exceeded Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
Additional Projects & Goals	Mid-Cycle Status	Year-End Results	Supervisor Rating
4			<input type="checkbox"/> Exceptional <input type="checkbox"/> Met/Exceeded Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
5			<input type="checkbox"/> Exceptional <input type="checkbox"/> Met/Exceeded Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
6			<input type="checkbox"/> Exceptional <input type="checkbox"/> Met/Exceeded Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

Reviewed By

Supervisor Signature

Date

Dual Report Manager Signature

Date

Employee Comments (optional)

Important Note: You have the right, should you disagree with any of the information contained in this document to submit a written statement explaining your position. This statement will be maintained as part of your personnel file.

Empty rectangular box for employee comments.

Employee Signature

Date

Your signature on this form acknowledges that you have read the information and your supervisor has reviewed it with you.