

Performance Goals and Review – Instructional Guide

Employee Name <i>Name of the employee for whom this form is being completed.</i>		Supervisor Name <i>Name of supervisor who is completing this form, and to whom the employee reports.</i>
Employee Title <i>Employee's title.</i>		Supervisor Title <i>Supervisor's title.</i>
Department <i>Employee's department.</i>		Dual Report Manager Name <i>Name of dual report supervisor who is providing input to the evaluation, if applicable.</i>
Evaluation Period <i>Start and end date for period in which employee's performance is being evaluated.</i>	Time in Position <i>Employee's length of time in current job.</i>	Dual Report Manager Title <i>Title of dual report supervisor who is providing input to the evaluation, if applicable.</i>

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 fewer than 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
<p><i>Summarize the employee's overall accomplishments for the year along with justification for the overall performance rating. Include additional assignments, activities or projects that were not covered in the individual performance goals. Provide an overview of how the employee's interpersonal skills were utilized in the accomplishment of their goals, accountabilities and objectives or their day-to-day interactions with University staff, faculty or students. Check overall performance rating with an "x" using the scale to the right.</i></p>	<input type="checkbox"/> Exceptional <input type="checkbox"/> Met/Exceeded Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

Key Accountabilities & Goals	Mid-Cycle Status	Year-End Results	Supervisor Rating
1 Clearly define key accountability, goal or objective (includes on-going work duties and developmental goals), aligned with organizational/department goal, if appropriate. Make goals objective as SMART (Specific, Measureable, Achievable, Relevant, Time-framed) as possible. (Note: Job descriptions can be used as a starting point for this process.)	Supervisor indicates if the employee is ahead of, on-track or falling behind in accomplishment of the key goal, objective or accountability. No rating is given at mid-cycle.	Supervisor describes accomplishment of goal, accountability or objective and checks one of the performance ratings on the scale to the right with an "x".	<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

