



TCNJ Non-Unit Employee Performance Evaluation

Annual Mid-Year

Review Period:

Employee Information

Employee Name: <input style="width: 95%; height: 25px;" type="text"/>	State Title: <input style="width: 95%; height: 25px;" type="text"/>
Manager Name: <input style="width: 95%; height: 25px;" type="text"/>	Department: <input style="width: 95%; height: 25px;" type="text"/>

Performance Review Summary

Section I: TCNJ Core Competencies: Scores out of a possible total of 15 points

Section II: Essential Job Functions: Scores out of a possible total of 12 points

Total: Sum of points from Section 1 & Section 2 out of a possible total of 27

Performance ^{points}

Performance Definition

<u>Exceeds Expectations</u>	<ul style="list-style-type: none"> - Significantly and consistently (more than 50% of work hours) exceeds expectations and role requirements defined in the Job Description - Demonstrates exceptional depth and breadth of knowledge. Highly recognized by others within the College community - Demonstrates role model behavior for other supervisors/staff to emulate
<u>Meets Expectations</u>	<ul style="list-style-type: none"> - Meets and occasionally exceeds expectations and role requirements defined in the Job Description - Demonstrates willingness to collaborate with peers, managers, students, and customers consistently
<u>Does Not Meet Expectations</u>	<ul style="list-style-type: none"> - Does not meet expectations and role requirements defined in the Job Description on a consistent basis (more than 50% of work hours) - Requires more than the expected level of supervision - Exhibits consistent (i.e., one or more documented actions per month) inappropriate work behavior while interacting with peers and/or management

Signatures

This review has been discussed with me (a signature does not imply agreement with the review).

Employee Signature: _____	Date: _____
Immediate Supervisor: _____	Date: _____
Secondary Level Supervisor: _____	Date: _____
Vice President: _____	Date: _____

Section I:

TCNJ Core Competencies (Comments are required for Exceeds Expectations and Does Not Meet Expectations)

Customer Service: Is dedicated to listening and meeting internal and external customers' expectations and needs; responds to the Customer in a timely manner; and demonstrates respect for all individuals regardless of their background, culture, or organizational level.

Expected Behaviors:

- Addresses customer requests in a professional, positive, and effective manner
- Demonstrates respect for all employees
- Assists customers with their needs in a positive and timely manner
- Understands internal and external customer needs

<input type="checkbox"/> Exceeds Expectations (3) <input type="checkbox"/> Meets Expectations (2) <input type="checkbox"/> Does Not Meet Expectations (1)	Comments:	
	Opportunities for Improvement:	

Integrity: Instills mutual trust and confidence; creates a culture that fosters high standards of ethics; is consistent and follows-through; and demonstrates a sense of college responsibility and commitment towards the TCNJ Core Beliefs: Knowledge, Access, Openness, Excellence, and Collaboration

Expected Behaviors:

- Upholds the TCNJ Core Beliefs: Knowledge, Access, Openness, Excellence, and Collaboration
- Behaves ethically through responsible use of time and TCNJ property
- Behaves in a fair and ethical manner towards others
- Follows through on professional commitments

<input type="checkbox"/> Exceeds Expectations (3) <input type="checkbox"/> Meets Expectations (2) <input type="checkbox"/> Does Not Meet Expectations (1)	Comments:	
	Opportunities for Improvement:	

Cooperation: Establishes and maintains effective working relationships within the College/Unit and with supporting College/Units; makes suggestions to improve efficiency and effectiveness of the work team; demonstrates flexibility and willingness to assist by taking difficult or challenging tasks or projects.

Expected Behaviors:

- Maintains a positive approach, works cooperatively with others as a team
- Demonstrates a constructive response to criticism
- Works with other college, units and/or departments to resolve issues
- Assists others in completing their tasks as needed

<input type="checkbox"/> Exceeds Expectations (3) <input type="checkbox"/> Meets Expectations (2) <input type="checkbox"/> Does Not Meet Expectations (1)	Comments:	
	Opportunities for Improvement:	

Accountability: While addressing job - related responsibilities, confirms established processes are followed. Accomplishes job related task and goals by adhering to policies and procedures. Accepts responsibility for actions and engages in appropriate behavior to address work-related issues associated with job.

Expected Behaviors:

- Demonstrates ability to notify others of his/her actions that may conflict with TCNJ processes
- Takes responsibility for work products, services, and results; does not shift blame on others
- Confirms measures to assess college, unit, department, program or project effectiveness
- Monitors goals and objectives in a systematic, timely manner and takes necessary action to address areas of concern
- Encourages others to take ownership of work products, services, and results

<input type="checkbox"/> Exceeds Expectations (3) <input type="checkbox"/> Meets Expectations (2) <input type="checkbox"/> Does Not Meet Expectations (1)	Comments:	
	Opportunities for Improvement:	

Communication: Expresses ideas and information in a written and/or oral manner effectively; facilitates an open exchange of ideas and fosters an atmosphere of open communication; shares information and resources with others as appropriate in a timely manner.

Expected Behaviors:

- Presents verbal expression in a clear, positive, and appropriate manner
- Presents grammatically correct written material
- Follows up as appropriate to ensure understanding
- Adapts communication for target audience

<input type="checkbox"/> Exceeds Expectations (3) <input type="checkbox"/> Meets Expectations (2) <input type="checkbox"/> Does Not Meet Expectations (1)	Comments:	
	Opportunities for Improvement:	

Total Score TCNJ Core Competencies: /15

Section II:

Essential Job Functions (Comments are required for Exceeds Expectations and Does Not Meet Expectations)

Job Knowledge

Expected Behaviors:

- Demonstrates the knowledge and skills necessary to perform the job
- Performs responsibilities in accordance with job description, procedures, and policies
- Acts as a resource person (as necessary) upon whom others rely for assistance
- Understands the expectations of the job and remains current regarding new developments in areas of responsibility
- Demonstrates skills necessary to meet job requirements

Exceeds Expectations	<input type="checkbox"/> 6 = Always <input type="checkbox"/> 5 = Often	Comments:	
Meets Expectations	<input type="checkbox"/> 4 = Usually <input type="checkbox"/> 3 = Sometimes		Opportunities for Improvement:
Does Not Meet Expectations	<input type="checkbox"/> 2 = Rarely <input type="checkbox"/> 1 = Never		

Work Quality

Expected Behaviors:

- Completes assignments in a thorough, accurate, and timely manner achieving defined outcomes
- Prioritizes responsibilities based upon changing needs of the college/unit
- Meets established goals successfully
- Exhibits concern for the goals and needs of the department and others that depend on services or work
- Handles multiple tasks and uses work time effectively to maximize personal productivity
- Delivers high quality work product with few errors

Exceeds Expectations	<input type="checkbox"/> 6 = Always <input type="checkbox"/> 5 = Often	Comments:	
Meets Expectations	<input type="checkbox"/> 4 = Usually <input type="checkbox"/> 3 = Sometimes		Opportunities for Improvement:
Does Not Meet Expectations	<input type="checkbox"/> 2 = Rarely <input type="checkbox"/> 1 = Never		

Total Score Essential Job Functions: /12

Total Performance Score: /15

Total Points of Evaluation: /27

Summary Matrix

23-27 Points	Exceeds Expectations
14-22 Points	Meets Expectations
7-13 Points	Does Not Meet Expectations*

* Recommends Performance Improvement Plan (PIP)

Additional Comments:

Section III: Diversity Goals

Diversity is maximizing the opportunity to take advantage of rich backgrounds and abilities of all employees by recognizing and valuing differences, seeking inclusiveness, and considering and honoring different points of view. Diversity also means practicing mutual respect for qualities and experiences that are different from our own.

Expected Behaviors:

- Treat members of your team in a respectful and professional manner.
- Create meaningful opportunities for team members to interact and enhance greater understanding and appreciation for each other.
- Regard, recognize, and value differences in the needs and viewpoints of others.
- Ensure that work teams reflect a variety of perspectives, understanding that diverse teams create more dynamic outcomes.
- Engage in broad recruitment efforts to facilitate diversity of hiring.
- Take advantage of the rich backgrounds and diverse talents of TCNJ staff
- Attend presentations focusing on topics around intercultural understanding and appreciation.
- Pursue community engagement opportunities.
- Program development impacting diverse communities.
- Develop or participate in multicultural networking opportunities.

Please identify two (2) specific action items that you will implement during this evaluation period that reflect your commitment to diversity.

Section IV: Performance Goals (At least one goal recommended, but no more than three job goals annually)

Goal 1:

Action Plan (e.g. specific actions to enhance growth related to the defined goal goal):

Measure (e.g. what will be observed and assessed to determine progress toward achieving the goal and goal achievement):

Target Goal Date (e.g. date defined goal is achieved)

Goals Achieved/ Outcomes:

Goal 2:

Action Plan (e.g. specific actions to enhance growth as related to the define goal):

Measure (e.g. what will be observed and assessed to determine progress toward achieving the goal and goal achievement):

Target Goal Date (e.g. date defined goal is achieved):

**Goals Achieved/
Outcomes:**

Goal 3:

Action Plan (e.g. specific actions to enhance growth as related to the defined goal):

Measure (e.g. what will be observed and assessed to determine progress towards achieving the goal and goal achievement):

Target Goal Date (e.g. date defined goal is achieved):

**Goals Achieved/
Outcomes:**

Employee:

I have reviewed the attached performance evaluation materials and have been provided an opportunity for response.

Employee Signature: _____ **Date:** _____

Non Unit Reappointment Recommendation Form

Rating Summary

Employee Name: State Title:

Department: Reappointment for Contract Period:

Performance Period:

Immediate Supervisor Reappointment Recommendation FY

- Recommend Reappointment**
- Recommend At Will Reappointment**
 - Employee will be placed on a Performance Improvement Plan*
- Do Not Recommend Reappointment**

Immediate Supervisor Signature: _____

Secondary Level Supervisor Reappointment Recommendation

- I concur with the immediate supervisor decision
- I do not concur with the immediate supervisor decision and recommend the following

Recommendation:

Secondary Level Supervisor Signature: _____

Cabinet Member/President's Designee Reappointment Recommendation

- I concur with the immediate supervisors decision
- I do not concur with the immediate supervisor decision and recommend the following:

Recommendation:

Cabinet Member/President's Designee Signature: _____

Employee

I acknowledge receipt of this recommendation form.

Employee Signature: _____