



Non-bargaining Unit Performance Evaluation

Name:

Title:

Department:

Performance Period: July 1, 2020 through June 30, 2022

Critical Element 1. Mastery of Essential Functions of Position		Employee Rating	Supervisor Rating
<p><i>Needs Improvement</i> – Demonstrates minimal knowledge of job. Shows a lack of attention to detail; accuracy is not an ongoing priority. Regularly has difficulty meeting minimum quality standards. Makes little or no effort to keep knowledge current through staff/professional development activities.</p>	<i>Needs Improvement</i>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Meets Expectations</i> – Demonstrates acceptable level of job knowledge and makes efforts to keep knowledge current through staff/professional development activities. Generally thorough in effort and produces good quality work.</p>	<i>Meets Expectations</i>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Exceeds Expectations</i> – Demonstrates very high level of job knowledge and continually strives to improve professional knowledge through staff/professional development activities, additional education, networking opportunities, and other means. Consistently takes the initiative to produce work of high quality. Has a strong sense of quality and knows how to achieve it. Almost always looks for and makes continuous improvements in key processes and procedures.</p>	<i>Exceeds Expectations</i>	<input type="checkbox"/>	<input type="checkbox"/>
CONFIRM ESSENTIAL FUNCTIONS & JOB DESCRIPTION WAS REVIEWED AT PERFORMANCE MEETING	<i>Complete</i>		<input type="checkbox"/>
Critical Element 2. Communication & Interpersonal Skills		Employee Rating	Supervisor Rating
<p><i>Needs Improvement</i> – Does not communicate with supervisor or others effectively or in a timely manner. gives a negative impression when communicating with co-workers or the public. Does not display the level of communication skills needed for the position.</p>	<i>Needs Improvement</i>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Meets Expectations</i> – Adjusts communication styles to different situations and audiences. Possesses effective listening skills. Writes clearly and concisely. Speaks clearly, tactfully, and concisely. Shares information and keeps others informed. Demonstrates effective use of active listening skills and is receptive to the communication of others.</p>	<i>Meets Expectations</i>	<input type="checkbox"/>	<input type="checkbox"/>

<p><i>Exceeds Expectations</i> – Maintains clear lines of communication with a wide range of individuals based on a high degree of trust and credibility. Presents oneself clearly and articulately when speaking with an individual or before a group ensuring that others fully comprehend the intended message. Reports are well written, accurate, comprehensive, and supported by data using clear, concise language and proper grammar.</p> <p style="text-align: center;">CONFIRM ELEMENT WAS DISCUSSED AT PERFORMANCE MEETING</p>	<p><i>Exceeds Expectations</i></p> <p style="text-align: center;"><input type="checkbox"/></p> <p><i>Complete</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Critical Element 3. Accountability</p>		<p>Employee Rating</p>	<p>Supervisor Rating</p>
<p><i>Needs Improvement</i> – Assumes little responsibility for own actions. Frequently blames circumstances or others for inability to perform effectively. Typically resists taking corrective steps to address undesired outcomes.</p> <p><i>Meets Expectations</i> – Accepts responsibility for self and contribution as a team member. Follows through and takes ownership for achieving objectives. Admits when a mistake is made and looks for ways to improve. Demonstrates an ability to re-prioritize tasks as unplanned events occur to ensure that department/division goals are ultimately met.</p> <p><i>Exceeds Expectations</i> – Accepts full responsibility for own actions. Holds direct reports accountable for their own performance, behavior, & attitude (if applicable). Always willing to take corrective steps to address any undesired outcomes.</p> <p style="text-align: center;">CONFIRM ELEMENT WAS DISCUSSED AT PERFORMANCE MEETING</p>	<p><i>Needs Improvement</i></p> <p><i>Meets Expectations</i></p> <p><i>Exceeds Expectations</i></p> <p><i>Complete</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
<p>Critical Element 4. Commitment to Diversity, Equity & Inclusion</p>		<p>Employee Rating</p>	<p>Supervisor Rating</p>
<p><i>Needs Improvement</i> – Does not actively participate in staff development activities relating to inclusion and cultural competency. Behaviors provide evidence of inadequate cultural competency. Has difficulty communicating in a positive, inclusive manner with other people.</p> <p><i>Meets Expectations</i> – Relates well with individuals of varying backgrounds and seeks to understand others and their opinions. Understands diversity issues and creates a supportive environment for diverse employees. Behaviors provide evidence of strong cultural competency. Has attended at least two inclusion related activities sponsored by the Diversity Council, Student Association, Human Resources Office, or other College group.</p>	<p><i>Needs Improvement</i></p> <p><i>Meets Expectations</i></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>

<p><i>Exceeds Expectations</i> – Demonstrates the courage to confront racism, oppression, and microaggression in the workplace. Serves as appropriate role model to colleagues and students by sponsoring or actively participating on a regular basis in campus activities aimed at increasing understanding of inclusion related issues. Makes hiring decisions (if applicable) about fostering diversity and inclusion.</p> <p style="text-align: center;">CONFIRM ELEMENT WAS DISCUSSED AT PERFORMANCE MEETING</p>	<p><i>Exceeds Expectations</i></p> <p style="text-align: center;"><input type="checkbox"/></p> <p><i>Complete</i></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
Critical Element 5. Innovation, Technology & Adaptability			
<p><i>Needs Improvement</i> – Performs assigned work tasks, offering little or no suggestions for process improvement or new services. Rarely crosses unit lines to perform job functions. Makes very little effort to advance knowledge beyond computer fundamentals. Appears hesitant and/or resistant to changes in surroundings, equipment, procedures, supervisors, etc., with a slowing down of progress or directly related inefficiencies often observed.</p> <p><i>Meets Expectations</i>- Adjusts/modifies behavior in a timely manner and acquires new knowledge or skills as needed and/or requested. Makes effective use of time-saving computer techniques appropriate to the job. Able to adapt to new technology and systems. Remains calm and focused during times of change. Generates new ideas and looks for opportunities for on-going learning. Recognizes and learns from mistakes. Strives to continually improve as an individual and assist the College to improve as an organization.</p> <p><i>Exceeds Expectations</i>- Approaches change positively and with a forward focus. Actively seeks out opportunities to help the College achieve its goals and mission by taking risks, supporting change, encouraging innovation, and solving problems creatively. Implements new technology solutions to improve productivity. Works —often collaboratively—to overcome barriers and deal constructively with unexpected challenging situations; views barriers as problems to be solved.</p> <p style="text-align: center;">CONFIRM ELEMENT WAS DISCUSSED AT PERFORMANCE MEETING</p>	<p><i>Needs Improvement</i></p> <p style="text-align: center;"><input type="checkbox"/></p> <p><i>Meets Expectations</i></p> <p style="text-align: center;"><input type="checkbox"/></p> <p><i>Exceeds Expectations</i></p> <p style="text-align: center;"><input type="checkbox"/></p> <p><i>Complete</i></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;">Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;">Supervisor Rating</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
Critical Element 6. Leadership: Effective Supervision of Team Members (if applicable)			
<p><i>Needs Improvement</i> – Fails to consistently set clear direction and expectations for his/her department/division. Does not independently act. Relies too heavily on the authority of the position to influence employees to accomplish the goals of the department/division. Does not have the respect and confidence of others.</p>	<p><i>Needs Improvement</i></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;">Employee Rating</p> <p style="text-align: center;"><input type="checkbox"/></p>	<p style="text-align: center;">Supervisor Rating</p> <p style="text-align: center;"><input type="checkbox"/></p>

<p><i>Meets Expectations</i> – Sets clear, reasonable expectations and direction to staff and builds consensus to reach the desired results. Promotes employee development and accountability through performance management, providing regular feedback, positive reinforcement, and coaching. Completes annual performance reviews in a timely manner. Ensures employees are held accountable for their jobs equitably and addresses deficient behavior and/or performance swiftly. Remains visible and approachable and interacts with staff on a regular basis. Displays enthusiasm and encourages others.</p> <p><i>Exceeds Expectations</i> –Fosters the development of a common vision and fully participates in creating a unified leadership team that gets results. Engages others in strategic thinking and challenges them to take action. Establishes an innovative climate to motivate and engage staff to accomplish goals and objectives. Leads by example; serves as appropriate role model to colleagues through consistent demonstration of integrity & high ethical standards. Encourages and assists employees to achieve their full potential by creating an environment supportive of continual learning, growth and career advancement opportunities.</p> <p style="text-align: center;">CONFIRM ELEMENT WAS DISCUSSED AT PERFORMANCE MEETING</p>	<p><i>Meets Expectations</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><i>Exceeds Expectations</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><i>Complete</i></p>		<input type="checkbox"/>

Critical Element 7. Goal Completion OR List of Accomplishments

Met performance requirements expected during the appraisal period, focusing on measurable outcomes from mutually developed goals and objectives.

July 1, 2020 – June 30, 2022	GOALS & OBJECTIVES:		Employee Rating	Supervisor Rating
GOAL OR ACCOMPLISHMENT 1:	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Meets Expectations</i>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Exceeds Expectations</i>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Complete</i>	<input type="checkbox"/>	<input type="checkbox"/>
GOAL OR ACCOMPLISHMENT 2:	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED	<i>Needs Improvement</i>	<input type="checkbox"/>	<input type="checkbox"/>

	<input type="checkbox"/> DELAYED	<i>Meets Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Exceeds Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Complete</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOAL OR ACCOMPLISHMENT 3:	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Meets Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Exceeds Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Complete</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOAL OR ACCOMPLISHMENT 4:	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Meets Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Exceeds Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Complete</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOAL OR ACCOMPLISHMENT 5:	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Meets Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Exceeds Expectations</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<i>Complete</i> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

			<input type="checkbox"/>	<input type="checkbox"/>
GOAL OR ACCOMPLISHMENT 6:	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <i>Meets Expectations</i> <i>Exceeds Expectations</i> <i>Complete</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
OVERALL CONTRIBUTION TO FIT			Employee Rating	Supervisor Rating
<p>Overall performance for the rating period. This is not necessarily an average of the areas reviewed; it is an indicator of overall level of contribution to the organization.</p> <p><i>Needs Improvement</i> – Employee does not take advantage of the opportunity to participate by attending planning meetings and workshops. Has difficulty establishing individual or departmental goals that are specific, measurable, action-oriented, realistic and time-bound.</p> <p><i>Meets Expectations</i> – Participates in strategic planning meetings and workshops. Collaborates within and outside of own department to identify College goals and initiatives that are achievable. Sets SMART goals for self and assists in setting SMART goals for own department.</p> <p><i>Exceeds Expectations</i> – Participates in strategic planning meetings and workshops and may serve on the Strategic Planning and Institutional Assessment Committee. May assist coworkers with setting SMART individual and departmental goals. Promotes understanding of College’s mission, vision, strategic plan and supporting plans and uses these tools as a guide in setting individual and departmental goals.</p> <p>CONFIRM ELEMENT WAS DISCUSSED AT PERFORMANCE MEETING</p>		<i>Needs Improvement</i> <i>Meets Expectations</i> <i>Exceeds Expectations</i> <i>Complete</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Employee Proposed Goals for Next Rating Period July 1, 2022 – June 30, 2023

Goal #1:

[Strategic Alignment:](#)

Goal #2:

[Strategic Alignment:](#)

Goal #3:

[Strategic Alignment:](#)

Goal #4:

[Strategic Alignment:](#)

Goal #5:

[Strategic Alignment:](#)

Employee and Supervisor Agreed Goals for Next Rating Period July 1, 2022 – June 30, 2023

Goal #1:

[Strategic Alignment:](#)

Goal #2:

[Strategic Alignment:](#)

Goal #3:

[Strategic Alignment:](#)

Goal #4:

[Strategic Alignment:](#)

Goal #5:

Strategic Alignment:

PERFORMANCE MEETING: Conversation & Review of Evaluation

The meeting between the employee and the supervisor is the most important component of the feedback process.

The following are provided to frame the conversation and provide constructive feedback:

1. Acknowledge that the pandemic significantly impacted everyone’s work.
2. Despite the challenges, identify the most significant accomplishments and/or contributions that were made.
3. What work, objectives or goals were identified in the last performance review cycle but were not accomplished and why?
4. How can we best meet our goals in the context of continuing external challenges?
5. Identify specific goals for next year.

Please schedule the review meeting, discuss the evaluation ratings, discuss accomplishments and challenges, agree on goals for the next rating period, sign, and return to HR via humanresources1@fitnyc.edu by August 15, 2022.

Supervisor’s Signature

Date

Employee’s Signature

Date

ADDITIONAL, IF NEEDED BUT NOT REQUIRED

<p>GOAL OR ACCOMPLISHMENT:</p>	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <i>Meets Expectations</i> <i>Exceeds Expectations</i> <i>Complete</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>GOAL OR ACCOMPLISHMENT:</p>	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <i>Meets Expectations</i> <i>Exceeds Expectations</i> <i>Complete</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>GOAL OR ACCOMPLISHMENT:</p>	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <i>Meets Expectations</i> <i>Exceeds Expectations</i> <i>Complete</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>GOAL OR ACCOMPLISHMENT:</p>	<input type="checkbox"/> MET <input type="checkbox"/> IN PROCESS <input type="checkbox"/> MODIFIED <input type="checkbox"/> DELAYED	<i>Needs Improvement</i> <i>Meets Expectations</i> <i>Exceeds Expectations</i> <i>Complete</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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