



New Paltz  
STATE UNIVERSITY OF NEW YORK

Human Resources, Diversity & Inclusion  
Haggerty 601 ▪ x3171 ▪ Fax: x3956

# UUP STAFF PERFORMANCE EVALUATION

*Reference: Appendix A-28 of the UUP Agreement*

---

Employee Name \_\_\_\_\_ Perf. Program for the period \_\_\_\_\_ to \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_ Department \_\_\_\_\_  
 Budget Title \_\_\_\_\_ Local Title \_\_\_\_\_  
 Date prepared \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date reviewed with employee \_\_\_\_ / \_\_\_\_ / \_\_\_\_

---

Overview of responsibilities:

Observed Strengths:

Observed Areas of Growth: (How has this individual gained skills and incorporated feedback?)

Duty/Responsibility: (A work activity / action that an employee takes when performing his or her job)

Performance Objective: *(Specifies the desired outcome or result of the work activity including a timeline and how you will measure success)*

Performance Feedback:

Duty/Responsibility:

Performance Objective:

Performance Feedback:

Duty/Responsibility:

Performance Objective:

Performance Feedback:

Duty/Responsibility:

Performance Objective:

Performance Feedback:

Duty/Responsibility:

Performance Objective:

Performance Feedback:

Duty/Responsibility:

Performance Objective:

Performance Feedback:



Duty/Responsibility:

Performance Objective:

Performance Feedback:

Short-Term Development Objectives [Learning Goals]: *(Skills or knowledge to gain over the next evaluation period and how you will measure success)*

Performance Feedback:

Short-Term Performance Objective [Functional Goals]: *(Goals to be accomplished during the next evaluation period including a timeline and how you will measure success)*

Performance Feedback:

**PERSONAL EFFECTIVENESS/SKILLS FOR SUCCESS:**

**Scoring:**

**1-4** Needs Improvement: Performance in this area indicates considerable opportunity for improvement in relation to current job requirements.

**5-9** Acceptable/Satisfactory: Performance in this area meets all expectations in relation to current job requirements. Some opportunity for development or improvement possible.

**10-15** Performance Strength: Performance in this area is clearly outstanding in relation to current job requirements. Little or no need for development or improvement.

**N/A** Not Applicable

SCORE	SKILL DESCRIPTION
	<b>Adaptability:</b> Remaining Flexible and effective in time of challenge and change
	<b>Building Relationships:</b> Collaborating effectively and motivating others to accomplish the goals of the University
	<b>Collegiality:</b> Working with colleagues toward a common purpose—respecting each other’s abilities to work toward that purpose
	<b>Communication:</b> Listening and conveying information clearly
	<b>Conflict Management/Problem-Solving:</b> Identifying problems and solutions; settling disputes in an equitable manner
	<b>Customer Service:</b> Demonstrating respect, responsiveness and professionalism toward others, in accordance with New Paltz’s reputation for excellence
	<b>Ethics:</b> Embracing ethical behavior in general and, specifically, adhering to New Paltz’s core values, as well as applicable federal, state, and system rules and requirements
	<b>Flexibility:</b> Willingness to change or compromise
	<b>Innovation:</b> Ability to introduce new ideas; original and creative in thinking
	<b>Organizational Skills:</b> Effectively organizing, planning, coordinating resources, and meeting deadlines
	<b>Risk Management:</b> Effectively identifying and assessing exposure to risk within our system and determining how best to manage such situations
	<b>Supervision:</b> Creating a climate of trust and mutual respect for employees; managing employee’s performance in alignment with the mission and goals of the department or unit and consistent with relevant policies and collective bargaining agreements; delegating authority appropriately, and managing resources effectively to provide the best service possible while enabling employees to achieve their work goals
	<b>Team-Building:</b> Building trust with staff and other co-workers
	<b>Valuing Diversity:</b> Appreciating differences among all individuals
	<b>Other:</b> _____

**Supervisory Relationships:** (Individuals this employee supervises)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Secondary Sources:** (Agencies, office, or individuals which will be involved with the performance of the employee and may affect the employee's ability to achieve the stated objectives)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Summary Characterization:**

- Satisfactory (please note any areas of concern or opportunities for development in the evaluation)
- Unsatisfactory

**Reappointment Recommendations:**

- Recommending renewal (if appropriate)
- Not recommending renewal
- Recommending permanent appointment (if applicable)
- N/A

**I have read and have had an opportunity to discuss the above performance evaluation with my immediate supervisor.**

\_\_\_\_\_  
*Signature of Employee* Date: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Supervisor* Date: \_\_\_\_\_

**Distribution:** Original: *Official Personnel File* Copies: *Employee, Immediate Supervisor*