

HOBART AND WILLIAM SMITH COLLEGES

PERFORMANCE DIALOGUE AND DEVELOPMENT SUMMARY

Hourly Employee

Name: _____

Title/Grade: _____

Department/Office: _____

Supervisor: _____

Period Covered: From _____ to _____
Month/Year Month/Year

OVERVIEW OF PROCEDURE:

- The supervisor will notify the employee of his/her upcoming performance review and deliver the employee's self-assessment form in an appropriate time frame.
- The employee completes the self-assessment and sends back to his/her supervisor prior to their scheduled meeting. (optional)
- The supervisor prepares and completes the performance dialogue and arranges a date and time to meet to discuss the employee's performance ~ in an uninterrupted setting if possible.
- During the dialogue session, the supervisor and employee will discuss each factor and comments.
- As part of the dialogue process they jointly develop related activities needed for improvements and/or career development for next 12-month cycle.
- The supervisor gives a copy of the final appraisal to the employee.
- The employee completes response section if desired and returns to supervisor.
- Obtain proper signatures, attach any additional paperwork and **return original form to Human Resources.**

PART I PERFORMANCE FACTORS

DIRECTIONS:

- Best describe the individual’s performance in each category. Support each evaluation with illustrative comments where appropriate.
- If any category is not applicable, indicate so under “Comments”.
- Factors are not in priority order.

1. PROFESSIONAL KNOWLEDGE: Demonstrates possession of and ability to apply the technical skills and knowledge required for the job.

Comments: _____

2. QUALITY OF WORK: Organizes work for efficiency. Work completed in thorough and accurate manner; consistently shows low level of errors.

Comments: _____

3. QUANTITY OF WORK: Consistently produces high volume of work. Budgets time appropriately and completes tasks on time.

Comments: _____

4. FLEXIBILITY: Deals with variety of situations and people; able to adapt to change. Ability to maintain high performance level in difficult or pressure situations while projecting position attitude.

Comments: _____

5. PROBLEM SOLVING: Makes decisions and solves problems as appropriate to the responsibilities of the job.

Comments: _____

6. WRITTEN COMMUNICATION: Conveys thoughts effectively in writing; e-mail, memos, and reports are concise, exact, and easily understood. Understands and verifies ideas presented by others.

Comments: _____

7. ORAL COMMUNICATION: Verbally conveys thoughts and complex technical issues effectively; capable of making individual and group presentations; able to sell ideas. Understands and verifies ideas presented by others.

Comments: _____

8. INTERPERSONAL RELATIONS: Interacts effectively with various levels and in variety of situations; interacts in a professional manner; maintains good rapport within and outside of area; helpful in assisting others in individual's area of expertise; promotes respect for all people; is sensitive to cultural differences.

Comments: _____

9. INNOVATION/INITIATIVE Seeks creative approaches; grasps opportunities; inserts own thoughts and actions to enhance results; goes beyond stated responsibilities; recognizes self-development needs and pursues training as appropriate.

Comments: _____

10. GROUP/TEAM COMMITTEE PARTICIPATION: Committed to group's objectives; actively participates but non-domineering; assists others in their performance; assumes leadership role when appropriate; sensitive to others' needs; encourages and respects diverse opinions and perspectives.

Comments: _____

11. WORK LEADER: Effectively coordinates efforts of student workers. Helps to direct and organize their work. Analyzes problems, formulates and implements solutions when appropriate.

Comments: _____

PART II ***ADDITIONAL COMMENTS*** - *Take this opportunity to expand the dialogue by noting employee's particular strengths and/or weaknesses, areas of special emphasis or concern, or other issues not addressed in Part I. Attach an additional page(s) as appropriate.*

PART III EVALUATION OF PREVIOUS YEAR'S WORK PLAN – Discuss how the employee fared in achieving the goals set out in the work plan from the previous year's dialogue.

PART IV RESPONSIBILITIES VS. JOB DESCRIPTION
Evaluate how the employee meets the responsibilities set forth in his/her job description.

PART V GOALS AND ACTION PLAN

The employee and supervisor should work together at the end of the dialogue to develop the employee's career-related goals and design an action plan for the next 12 months in order to achieve these goals. This plan will be reviewed and updated during the next performance dialogue.

GOALS	ACTION PLAN

PART VI EMPLOYEE RESPONSE

PART VII SIGNATURES

Employee Signature: _____ Date

Are there any additional pages attached? Yes No

Supervisor Signature: _____ Date

Senior Staff Signature: _____ Date

Human Resources Signature: _____ Date