

# HAMPSHIRE COLLEGE PERFORMANCE REVIEW SUMMARY

<b>Name:</b> <b>Position/Title:</b> <b>Department:</b> <b>Date of Hampshire College Hire:</b> <b>Date Hired into Current Position:</b>	<b>Reviewer:</b> <b>Reviewer's Position:</b> <b>Review Period:</b> <b>Date Review Completed:</b>
--	---

## SKILL AND WORK HABITS ASSESSMENT

This section evaluates skills and work habits based on supervisory observations and feedback from constituents. Consider employee skills and work habits using the following range, briefly noting particular examples or related comments. Additional narrative comments can be made at the end of the evaluation.

**Outstanding:** *Skill substantially and consistently exceeds standards and expectations.*

**Expected Range:** *Skill meets and occasionally may exceed levels required. Most skills will be in this range.*

**Growth Opportunity:** *Skill should be further developed to achieve expected performance.*

**Not Applicable:** *Skill is not needed in position or cannot be evaluated.*

	Range	Comments
<b>Position Knowledge</b> <i>Demonstrates essential skills and work habits in the performance of job.</i>	Expected Range	
<b>Constituent Service and Interaction</b> <i>Listens carefully to customers to understand their needs and addresses those needs quickly and effectively. Consistently provides service that meets or exceeds constituent expectations. Develops effective relationships with constituents.</i>	Expected Range	
<b>Strategic Insight</b> <i>Sees the big picture in terms of the mission and objectives of the department, division, and College. Envisions and works toward transformational/structural change within the workplace. Gets beyond day-to-day transactional thinking.</i>	Expected Range	
<b>Institutional Improvement Perspective</b> <i>Ensures that all relevant people, policies, and processes are brought together to develop and improve work activities and products. Transcends department and divisional lines to develop comprehensive solutions.</i>	Expected Range	
<b>Judgment</b> <i>Consistently uses good judgment in executing position responsibilities. Makes decisions, works independently and wisely, renders judgments, takes actions or makes commitments after appropriately thinking about available courses of action and the needs of others.</i>	Expected Range	
<b>Use of Resources</b> <i>Demonstrates an awareness of methods and opportunities for cost containment. Considers cost effectiveness when making decisions about work procedures and acquisition of materials or resources. For unit manager only: manages unit within budget.</i>	Expected Range	
<b>Completes Assignments</b> <i>Completes assignments thoroughly and on time. Effectively manages time and processes to meet deadlines.</i>	Expected Range	

**HAMPSHIRE COLLEGE**  
**PERFORMANCE REVIEW SUMMARY**

	Range	Comments
<b>Quality of Work Results</b> <i>Completed work demonstrates professionalism, mastery of understanding of required tasks, and deep understanding of constituent expectations. Assignments need minimal or no correction by others.</i>	Expected Range	
<b>Commitment to the Job</b> <i>Does what it takes to get the job done. Participates willingly in own assignments and seeks out opportunities to participate in the work of the department, division and College.</i>	Expected Range	
<b>Teamwork and Interaction with Others</b> <i>Shares skills and expertise with others. Solicits input from others. Demonstrates respect for others. Gives and receives candid and helpful feedback. Collaborates effectively on joint projects and decisions. Open to different viewpoints. Effectively handles conflict.</i>	Expected Range	
<b>Written and Oral Communications</b> <i>Speaks and writes with clarity and precision and at a level appropriate for the intended audience. Consciously listens, attends to and understands what others say. Acts in a way that conveys understanding and accurate interpretation of others' concerns and feelings.</i>	Expected Range	
<b>Continuous Improvement</b> <i>Takes advantage of opportunities to improve general work knowledge and specific skills. Reads relevant books and journals, seeks out best practices, and attends seminars and conferences (if resources are available). Contributes to improving institutional policies and processes.</i>	Expected Range	
<b>Innovation and Initiative</b> <i>Develops new or improved processes, methods, systems or services. Takes initiative to solve problems or meet objectives before being asked to do so; self-directed rather than passively complying with instructions or assignments. Uses creative thinking to find solutions to problems.</i>	Expected Range	
<b>Safety, Security and Environmental Awareness</b> <i>Performs job in a manner that minimizes hazards to oneself and others. Follows rules and regulations necessary for a safe work environment.</i>	Expected Range	
<b>Right People in Key Positions (supervisors)</b> <i>Hires successful employees. Ensures key people have the requisite experience, skills and competencies. Assigns and promotes people appropriately.</i>	Expected Range	
<b>Develops Staff (supervisors)</b> <i>Supports others in learning and building skills. Shares expertise with staff through ongoing coaching and mentoring. Commits to ongoing professional development for others.</i>	Expected Range	
<b>Additional Comments</b>		

**HAMPSHIRE COLLEGE  
PERFORMANCE REVIEW SUMMARY**

**RESULTS ASSESSMENT**

This section evaluates specific activities and achievements and provides suggestions for professional growth.

**Major Achievements**

*List in summary form the major achievements accomplished during the evaluation period.*

**Key Expectations Not Met**

*List in summary form any important targets or performance goals that were not met.*

**Outstanding Performance**

*Describe specific instances of outstanding performance, if applicable.*

**Growth Opportunities**

*Describe opportunities to improve and strengthen skills and behaviors to meet or exceed position requirements.*

**Important Future Goals**

*Summarize highlights of the employee's goals for the upcoming evaluation period.*

**Development Plan**

*Describe specific actions that can be taken to achieve the improvements needed as described under "Growth Opportunity" or "Results Assessment."*

**Additional Supervisory Comments**

**Support and/or Communication Needed from My Supervisor**

**Additional Employee Comments**

**Employee Signature and Date:**

*(My signature confirms that I have received a copy of this summary and discussed it with my supervisor. It does not imply agreement with the evaluation.)*

**Supervisor Signature and Date:**

**Next Level Supervisor and Date:**

**Division Head Supervisor (where required) and Date:**