

BENNINGTON COLLEGE

PERFORMANCE EVALUATION | ADMINISTRATIVE STAFF

Please evaluate the employee's performance over the designated review period. In advance of completing this form, please review the College's [Guidelines for Completing a Performance Evaluation](#) for guidance.

As part of the evaluation process, the evaluator should reflect on the following: the employee's self-evaluation, how well the employee performed the position responsibilities, the status of the established goals/objectives for the employee, and areas for growth/professional improvement. In addition, goals/objectives for the coming year should be established, but should be finalized in collaboration with the employee. To begin, please review the employee's job description. Please reflect, in writing, on the employee's work, considering each section in the context of both the past year and the employee's long-term development at Bennington. It is not necessary to respond to each question, but rather use the questions as prompts for consideration.

Employee Name	Office
Position Title	Evaluating Supervisor Name
Review Period Beginning	Review Period Ending

Job Knowledge and Skills

Please evaluate the employee's general competencies on the job, considering the following questions: Does the employee understand the position responsibilities and can the employee execute the responsibilities as expected? Is the employee consistently able to prioritize effectively, and adjust priorities in response to changing conditions? Does the employee organize work in a way to complement department's efforts? Does the employee require a reasonable and expected level of supervision and does the individual keep coworkers and supervisors informed about the status of the work as needed?

Specifically evaluate the key/general position responsibilities outlined in the employee's job description. If there are new position responsibilities, or ones which are described but no longer apply, please indicate such in this section.

Communication and Working Relationships

Please evaluate the employee's communication in the workplace, describing their skills in the following areas: clarity of oral and written communication, professional response to feedback and supervision, confidentiality and discretion, attentive listening, reading situations, and sensitivity to the interests of others.

Additionally, consider these questions: How does the employee maintain rapport/cooperative relationships within and across different work groups? Is the employee approachable, accessible and available? Does the employee understand the relationship between their own position and that of other positions on campus? Does the employee participate and contribute effectively in meetings and discussions?

Inclusion and Belonging

Does the employee understand and demonstrate a commitment to equity, diversity, and inclusion in the College community? In what ways does the employee contribute to the creation of a collegial and inclusive environment for other employees? for students? What recommendations do you have for this employee in regard to promoting a sense of belonging in their work?

Initiative and Problem-Solving

Please evaluate the employee's ability to tackle problems on the job, considering the following: resourcefulness in problem-solving, adaptiveness and willingness to learn, performance under pressure, and ability to work within a deadline.

How effectively does the employee identify, analyze and resolve problems? Is the employee able to assume ownership of the work and complete such independently or with a requisite level of guidance/supervision? Is the employee proactive in planning and completing work, leveraging resources appropriately and proactively anticipating delays or problems? Does the employee think creatively about the work, suggesting improvements to existing processes? Does the employee seek guidance when needed?

Engagement, Accountability, and Judgment

Please evaluate the employee's performance on the following criteria:

Engagement | Does the employee show an appreciation of and strong belief in the College and its mission both within their own department and beyond? Does the employee represent the College well and promote a positive work environment?

Accountability | Is the employee motivated to take ethical, competent action and to take responsibility for own work/ actions? Does the employee see tasks through to completion? Does the employee have a functional knowledge of College policies and practices and does the employee adhere to such, including attendance policies?

Judgment | Does the employee make well-informed and reasonable decisions, and use practical judgment in the execution of duties? Does the employee approach systematically, with logic and reason, in a way that is easily understood by others?

Supervision

If the employee supervises others, including student employee, please evaluate their performance in this area. If the employee does not supervise others, please indicate 'not applicable' or N/A.

Does the employee effectively supervise, train, and develop employees? Does the employee set clear expectations for staff, give subordinates authority to accomplish their work, provide useful feedback and recognize/reward accomplishments? Does the employee adapt supervising strategies to meet individual needs? Does the employee involve their staff in strategic planning and goal-setting? Does the employee show respect and remain open to feedback and suggestions and make appropriate changes based on feedback? What strategies does the employee use to promote engagement and collaboration, and how does the employee resolve and mediate conflict or disagreement? Does the employee assist staff with identifying potential opportunities for development and does the employee work to eliminate barrier to their development? Does the employee demonstrate the College's commitment to equity, diversity, and inclusion in their supervisory role?

Development and Training

Please list all development and training initiatives completed by the employee during the review period; include both internal and external trainings (e.g., annual in-service/safety training programs, conferences, tutorials, webinars). Please describe how the employee is taking responsibility for their own self-development.

Goals and Objectives

Please briefly describe the goals and objectives that the employee has been working on over the evaluation period and indicate the outcome (to date) of each.

Future Goals and Objectives

Develop goals/objectives for the employee to accomplish over the course of the next twelve months. Future goals/ objectives may include goals that were not completed in the prior evaluation period. The development of goals should be a collaborative process - shared, developed and agreed upon by both the supervisor and employee. Please consider the employee's self-evaluation responses when completing this section.

Goals/objectives may be changed over the course of the year but require supervisory approval.

Performance Improvement and Professional Development Plans

Briefly outline how the employee's goals and objectives for the year should be pursued if you did not do so in the previous section. Additionally, please indicate recommendations for the employee's professional development and growth as well as recommendations for performance improvement. Please indicate the resources that may be needed to complete these recommendations. Examples of recommended development include education, certification, training classes, workshops, on-the-job training, or self-study programs. Examples of resources include technology or flexible work schedule.

Important Note: Where the employee is not meeting performance expectations, the supervisor is required to outline a performance improvement plan in this section of the evaluation. The performance improvement plan should be developed and approved in conjunction with Human Resources.

Signatures

The evaluator should review the completed form with the next-level supervisor prior to presenting the evaluation to the employee. Once signed by the evaluator and the next-level supervisor, the evaluation form should be presented to the employee at the performance evaluation meeting, at which the employee will sign the evaluation. The completed form should be submitted to the Human Resources Office for inclusion in the employee's personnel file.

Evaluator/Supervisor Signature	Date
Next-Level Supervisor Signature	Date
Employee Signature	Date

Employee: Please sign to acknowledge that you have received this evaluation.

Supervisor: Please return the completed form to Human Resources.