

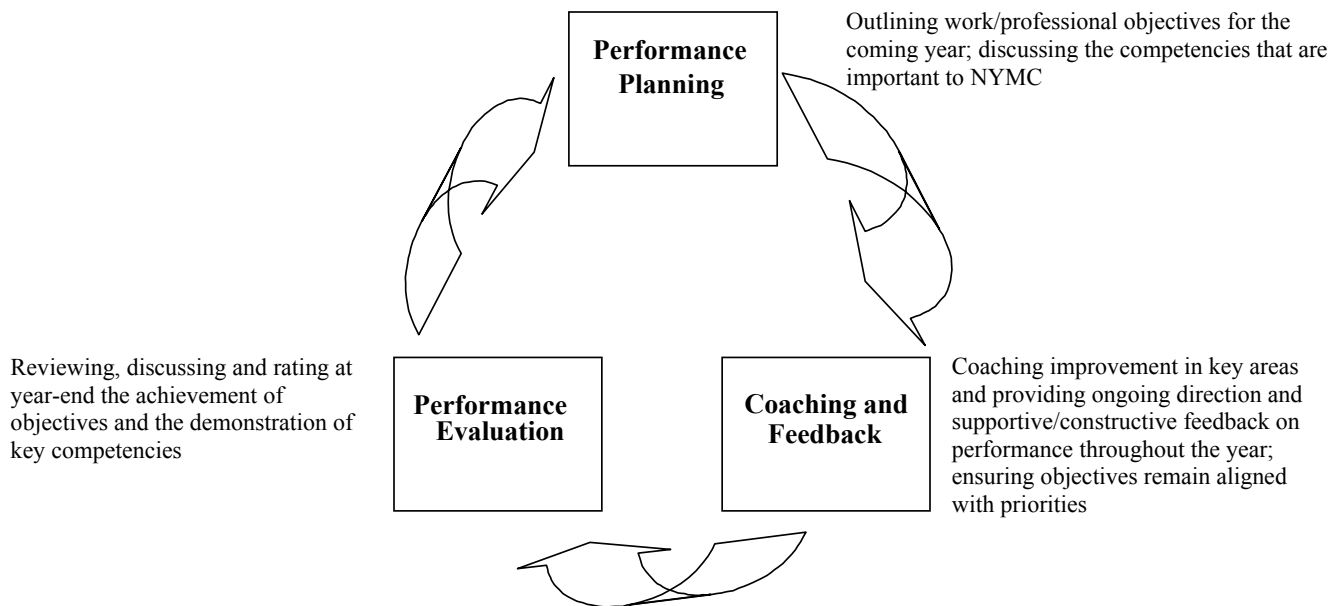


New York Medical College Performance Planning and Evaluation Program

(Please print)

Employee: _____	Manager/ Supervisor: _____
Position: _____	Evaluation Date: _____
Department/ Unit: _____	Performance Period: _____

At New York Medical College (NYMC), performance planning and evaluation link individual objectives to departmental and organizational priorities and help ensure that all employees have the capability and resources to perform effectively. All employees participate in an annual, three-phase system:



Instructions

This form is a tool to help you focus on, talk about and document performance at NYMC. Sections I through VI are used to complete an evaluation of last year's performance. Section IV is used to set objectives and expectations for next year's performance. Throughout the year, the objectives and the competencies are the basis of discussion and performance feedback.

Managers/supervisors and their direct reports share the responsibility for using this form as shown below:

	Employee	Manager/Supervisor
Performance planning	<ul style="list-style-type: none"> Share responsibility with manager for identifying and drafting work/professional objectives 	<ul style="list-style-type: none"> Share responsibility with employee for identifying work/professional objectives Accountable for completion of plan
Coaching/feedback	<ul style="list-style-type: none"> Provide updates on achievement of objectives Identify barriers to achievement of objectives Solicit feedback as needed from manager/supervisor 	<ul style="list-style-type: none"> Coach employees on how to improve performance and provide feedback throughout the year in order to meet objectives
Performance evaluation	<ul style="list-style-type: none"> Complete self-evaluation of performance and present to manager/supervisor prior to evaluation discussion 	<ul style="list-style-type: none"> Share responsibility with employee to discuss and evaluate performance Accountable for review of employee self-assessment and the completion of evaluation form

After the evaluation is completed by the supervisor and reviewed by the department head, it is forwarded to the respective Dean or VP for review and then to Human Resources.

I. Key Contributions During the Last Fiscal Year

Together, the employee and his/her supervisor discuss specific contributions during the last fiscal year, focusing on achievements that have had a direct impact on the work group, department, and/or the College. Note in this space how well work/professional objectives were achieved, important results and specific examples to support the comments. The employee should provide a draft of his/her contributions to the supervisor, who will consider the employee's comments in his/her evaluation. (An additional page may be attached, if needed.)

II. Demonstration of Core Competencies

How work is performed at NYMC is as important as the achievement of specific objectives. The core competencies in this section reflect the key values and behaviors that everyone should demonstrate in their work. At the end of the year, the employee completes a self-evaluation; the supervisor then incorporates the employee's self-evaluation into final ratings and comments on the employee's demonstration of these competencies. (Please note that written comments are required in Section VI if either "Exceeds Expectations" or "Needs Improvement" is checked.)

	Exceeds Expectations	Meets Expectations	Needs Improvement
Teamwork Works well with others to achieve common objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuous Improvement Actively works to improve skills and knowledge, solicits constructive feedback and responds well to new ideas and organizational changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work Completes work accurately, on time and meets appropriate standards. Plans and organizes well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication (Oral and Written) Communicates well with others in a clear, concise, pleasant and professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical/Functional Skills Possesses the technical and functional skills to perform the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative Self-starter, seeks additional responsibilities, sets attainable goals and assists others in meeting department objectives. Initiates creative solutions to improve processes and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability Adheres to regular work hours and attendance and can be counted on to work beyond the normal requirements to meet the needs of the department or organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment Strives toward high standards of performance, behavior and integrity. Maintains confidentiality of sensitive information. Complies with College policies, proceedings, regulations and applicable laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Overall Rating

After evaluating the employee's key contributions and demonstration of competencies, the supervisor should indicate an overall performance rating.

- Exceeds Expectations:** Performance exceeds objectives/expectations and reflects exceptional demonstration of competencies.
- Meets Expectations:** Performance meets objectives/expectations and reflects proficient demonstration of competencies.
- Needs Improvement:** Performance does not meet objectives/expectations and reflects limited demonstration of competencies. Improvement plan must be developed.
- Too Soon To Rate:** Employee started less than three months ago; evaluation will be completed at the end of the probationary period.

VI. Overall Performance Summary

In this section, the supervisor comments on key contributions and demonstration of competencies, indicating overall strengths and areas for improvement. At a minimum, any competencies rated "Exceeds Expectations" or "Needs Improvement" should be explained here. The employee should also write comments about the performance evaluation and rating.

Supervisor Comments	Employee Comments

Employee's Signature _____

Supervisor's Signature _____

Department Reviewer's Signature _____

Please note: Employee's signature indicates acknowledgement of, not necessarily agreement with, the evaluation.