WESTFIELD STATE UNIVERSITY PERFORMANCE EVALUATION FOR NON-UNIT PROFESSIONAL

PART I: GENERAL INFORMATION	
Name:	
State Title:	
Campus Title:	
Department:	
Evaluation Period:	
PART II: EVALUATION OF SPECIFIC	C AREAS
Rating Scale	
	ork is performed in a distinguished superior manner above expectations; very few employees will achieve
Exceeds Expectations – work is performe achieved at a level typically above standard	ed with a high degree of competence and all goals are
Meets Expectations – work is performed i meets the standard.	n an acceptable manner achieving goals at a level that
Does Not Meet Expectations – work is pomeeting some goals; room exists for improve	erformed below the standard requirement; has trouble vement.
Unsatisfactory - significantly deficient in s	skills and abilities.
accountability for work area; considers ch	esults oriented and assumes responsibility and naracteristics, such as the ability to set priorities and ojects; takes pride in work; demonstrates professional and duties assigned to the position. CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory

<u> </u>	ivate and manage others; holds			
employees accountable; provides leadership to subordinates.				
Comments/Examples:	CHECK ONE.			
	CHECK ONE: Not Applicable			
	Significantly Exceeds Expectations			
	Exceeds Expectations			
	Meets Expectations			
	☐ Does Not Meet Expectations☐ Unsatisfactory			
	Unsatisfactory			
Problem Solving/Innovation - Requires little work direction	n and amploye innovative problem			
solving to accomplish objectives; thinks and acts without being	± •			
logical, responsible, timely decisions; recognizes and res	-			
problem situations; reports problems to supervisors in a timely				
Comments/Examples:	,,			
	CHECK ONE:			
	Significantly Exceeds Expectations			
	Exceeds Expectations Meets Expectations			
	Does Not Meet Expectations			
	☐ Unsatisfactory			
Work Ethia Socks apportunities for areativity and navy act	niavamenta in work areas projecta a			
Work Ethic - Seeks opportunities for creativity and new act				
positive image; demonstrates willingness to go beyond				
positive image; demonstrates willingness to go beyond attendance and availability.				
positive image; demonstrates willingness to go beyond	expectations; displays acceptable CHECK ONE:			
positive image; demonstrates willingness to go beyond attendance and availability.	expectations; displays acceptable CHECK ONE: Significantly Exceeds Expectations			
positive image; demonstrates willingness to go beyond attendance and availability.	expectations; displays acceptable CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations			
positive image; demonstrates willingness to go beyond attendance and availability.	expectations; displays acceptable CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations			
positive image; demonstrates willingness to go beyond attendance and availability.	expectations; displays acceptable CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations			
positive image; demonstrates willingness to go beyond attendance and availability.	expectations; displays acceptable CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations			
positive image; demonstrates willingness to go beyond attendance and availability.	expectations; displays acceptable CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations			
positive image; demonstrates willingness to go beyond attendance and availability.	expectations; displays acceptable CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations			
positive image; demonstrates willingness to go beyond attendance and availability. Comments/Examples:	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory			
positive image; demonstrates willingness to go beyond attendance and availability. Comments/Examples: Adaptability/Acceptance of Responsibility - Ability to acceptance of Responsibility - Ability - Abil	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Does Not Meet Expectations Unsatisfactory			
positive image; demonstrates willingness to go beyond attendance and availability. Comments/Examples: Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory ept change and adapt to a variety of ess to assume and implement the			
Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position o	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory ept change and adapt to a variety of ess to assume and implement the			
positive image; demonstrates willingness to go beyond attendance and availability. Comments/Examples: Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Does Not Meet Expectations Unsatisfactory CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Unexpectations Unsatisfactory			
Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position o	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory ept change and adapt to a variety of ess to assume and implement the			
Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position o	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory ept change and adapt to a variety of ess to assume and implement the ng demands. CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations			
Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position o	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory ept change and adapt to a variety of ess to assume and implement the ng demands. CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Meets Expectations Meets Expectations			
Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position o	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory ept change and adapt to a variety of ess to assume and implement the ng demands. CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Meets Expectations Does Not Meet Expectations			
Adaptability/Acceptance of Responsibility - Ability to acceassignments; ability to be flexible; demonstrates willingness responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position; ability to keep up with changing responsibilities of the position o	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory ept change and adapt to a variety of ess to assume and implement the ng demands. CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Meets Expectations Meets Expectations			

Communications - Effectively communicates with other	
carefully, represents the University well in internal and	external communications; informs
supervisors of status of projects and key issues.	_
Comments/Examples:	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory
Constituent Service - Responds quickly and in a friendly faculty, staff, administrators, and the external community; assists constituents efficiently avoiding unnecessary referrals Comments/Examples:	is courteous and helpful to others;
Interpersonal Skills - Has effective working relationships wand respect; works collaboratively as part of an office team. Comments/Examples:	CHECK ONE: Significantly Exceeds Expectations Exceeds Expectations Meets Expectations Does Not Meet Expectations Unsatisfactory

PART III: ACCOMPLISHMENTS AND GOALS

Accomplishments: Please identify any extraordinary achievements, notable service, or exemplary contributions to the university community made within this evaluation period.

Goals for upcoming evaluation period:		
PART IV: ADDITIONAL COMMENTS	/SIGNATURES	
Employee Comments (Optional):		
Employee Comments (Optional).		
Employee Signature	<u> </u>	Date
Does not imply agreement with the evaluation.		
Supervisor's/Department Head's Signature		Date
Division Head's Signature		Date
(If applicable)		