

SUNY Polytechnic Institute Performance PROGRAM for Management Confidential Employees

Employee's Name:
Office or Department:
Title:
Initial Appt. Date/DOH:

Date:
Evaluation Period
from **to**
Immediate Supervisor:

**The following criteria may not be all inclusive and are not intended to limit the supervisor in his/her determination of appropriate criteria for the performance program. Please use the below template as a guide to determine employee performance program. You may attach additional sheets where appropriate.*

I. The nature of the professional employees duties and responsibilities:

II. Supervisory Relationships:

Who does the employee supervise, if any?

III. Functional Relationships:

(Primary offices this person works with).

IV. Short-Term Objectives:

(Objectives to be achieved during the evaluation period)

V. Long-Term Objectives:

(Development of programs, professional development, participation in University activities, improvement of certain administrative skills, etc.)

VI. Evaluative Criteria:

(To be used to determine if the duties, responsibilities, and objectives have been achieved)

The criteria outlined below are examples presented for descriptive and explanatory purposes only. If you wish to establish criteria, they should be included in this area. Check (X) where appropriate and include comments underneath.

- **Effectiveness in Performance** (As demonstrated, for example, by success in carrying out assigned duties and responsibilities, efficiency, productivity, and relationship with colleagues.) Explain below.

- **Mastery of Specialization:** (As demonstrated, for example, by degrees, licenses, honors, awards, and reputation in professional field.) Explain below.

- **Professional Ability** (As demonstrated, for example, by invention or innovation in professional, scientific, administrative, or technical areas; i.e., development or refinement of programs, methods, procedures, or apparatus.) Explain below.

- **Effectiveness in University Service** (As demonstrated, for example, by such things as successful committee work, participation in local campus and University governance, and involvement in campus-or University-related student or community activities.) Explain below.

- **Continuing Growth** (As demonstrated, for example, by continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance and increased duties and responsibilities.) Explain below.

- **Other** (Attitudes, cooperation, dependability, attendance, motivation, etc.) Explain below.

VII. Other comments:

Signature of Employee

Date

Signature of Supervisor

Date

Signature of Supervisor's Supervisor

Date

Distribution:

Original: Official Personnel File
Copies: Employee
 Evaluating Supervisor
 Supervisor's Supervisor