**Fiscal Year 2024 (FY24) Annual Employee Performance Review Form**

**Please return signed documents to Human Resources along with the employee’s self-assessment form**

Employee Name: Click here to enter name. ID: Click here to enter employee’s Clark ID #

Position #: Click here to enter employee position # Weekly Hours: Click here to select.

 If Other: Click here to enter #

Department: Click here to select Title: Click here to enter text.

**Employees with less than 12-month appointments:**

Appointment Months: Click here to select If Other: Click here to enter appointment months

Months OFF: Click here to select If Other: Click here to enter months off

**Employees working Remote or Hybrid:** An [Alternative Work Arrangement Agreement](https://www.clarku.edu/policies/wp-content/uploads/sites/295/2023/04/Alternative-Work-Agreement-Policy.pdf) form must be completed

Modality: Click here to select If remote, State: Click here to select

Date of Performance Discussion: Click here to enter date.

The annual performance review process provides supervisors and their direct reports with the opportunity to engage in a formal, thoughtful discussion regarding performance expectations, achievements, areas for growth and professional development, and establishing goals for the upcoming fiscal year.

Other important functions of the performance review include:

* Identifying opportunities to enhance how an individual’s work contributes to the overall effectiveness of departmental and University objectives
* Highlighting performance growth, development and coaching opportunities
* If applicable, developing goals for the coming year that link the success of a department to the overall success of the University.

**Part I – Performance Assessment: Strengths and Areas for Growth**

1. Please describe your assessment of this employee’s performance during FY24 considering the duties and responsibilities outlined in the job description and established goals.

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| --- |
| Click here to enter text. |

1. Please describe up to three accomplishments that this employee has achieved during FY24.

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| Click here to enter text. |

1. Please identify up to three performance growth and/or professional development opportunities that this employee would benefit from in FY25.

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| Click here to enter text. |

1. Please explain how you will support this employee’s performance growth and professional development in FY25.

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| --- |
| Click here to enter text. |

**Part II – Core Competencies Rating Guide**

[ ]  **C**ommendable (or better) – *Consistently meets* expectations and goals with a high level of performance and consistent record of achievement.

[ ]  **S**atisfactory (or better) – *Meets* expectations and most goals and demonstrates initiative and desire to learn and grow.

[ ]  **A**pproaching Expectations – *Has not yet demonstrated the ability to meet* all expectations of the job, but has the capacity to do so. **Comments required.**

[ ]  **N**eeds Improvement - Improvement needed in multiple areas. **A performance improvement plan required.** **Comments required.**

[ ]  Not Applicable (N/A)

**The core values outlined in the Clark Employee Compact should be used as a reference for responding to the factors being reviewed.**

| Factors for Review | Rating | Comments |
| --- | --- | --- |
| INDIVIDUAL EFFECTIVENESS:Is highly productive, exhibits sound judgement, and makes informed decisions. Makes effective use of time and available resources to achieve objectives. Is self-aware enough to identify and take responsibility for enhancing one’s own skill development. Is accountable for one’s actions. | Click here to select | Click here to enter text. |
| COLLEGIAL ORIENTATION:Demonstrates the ability to work independently and as a team player. Serves as a trusted and credible resource to others. Displays a collaborative and cooperative mindset in the workplace and exhibits high standards of tact and sincerity to accomplish goals. | Click here to select | Click here to enter text. |
| EMBRACES THE MISSION OF THE UNIVERSITY: Demonstrates commitment to Clark University and its mission in all aspects of their work and interactions.  | Click here to select | Click here to enter text. |
| COMMITMENT TO DIVERSITY & INCLUSION:Shares in the responsibility for building a community that respects diversity and the uniqueness of others; exhibits integrity in their performance; and creates an atmosphere of fairness, value and belonging. | Click here to select | Click here to enter text. |
| COMMUNICATION AND COLLABORATION: Expresses ideas and information (verbally and in writing) that is complete, clear, concise, timely, and appropriate to the audience. Listens closely and is open to the suggestions from others. | Click here to select | Click here to enter text. |
| SUPERVISION & LEADERSHIP (where applicable)For employees with supervisory responsibilities, serves as a role model for others. Coaches and mentors staff; provides timely and constructive feedback; identifies challenges and boundaries; and identifies training needs to address skill development opportunities. | Click here to select | Click here to enter text. |

**Part III – Goals and Objectives for FY25**

Please list three major goals and objectives for the employee during FY25 considering the duties and responsibilities outlined in the job description.

To ensure that Clark becomes a place where all students, faculty, and staff can be successful, we must share the responsibility for building a community that respects diversity and the uniqueness of others. As we work towards infusing equity and inclusion across all aspects of the University, we seek your contribution to the University’s commitment to diversity, equity and inclusion. It is encouraged that you explore the 47 In-Progress and Ongoing [Diversity, Equity, and Inclusion Initiatives](https://www.clarku.edu/diversity-equity-inclusion-initiatives/) to determine if you can incorporate one or more initiatives as you craft performance goals for the upcoming fiscal year.

Goal 1: Click here to enter text.

Goal 2: Click here to enter text.

Goal 3: Click here to enter text.

**Overall Performance**

(based on Core Competencies Rating, click box to check it)

 [ ]  **C**ommendable [ ]  **S**atisfactory [ ]  **A**pproaching Expectations [ ]  **N**eeds Improvement

 (or better) (or better)

**Part IV – Employee/Supervisor Acknowledgement**

Supervisor Name: Click here to enter name Supervisor Title: Click here to enter title

Supervisor Signature: Click here to type digital signature Date: Click here to enter a date.

[ ] By checking this box, I affirm that I am signing this document by typing my name above.

VP/Dean Name: Click here to enter name Title: Click here to enter title

VP/Dean Signature: Click here to type digital signature Date: Click here to enter a date.

[ ] By checking this box, I affirm that I am signing this document by typing my name above.

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Employee’s Comments: Click here to enter text

Employee’s Signature: Click here to type digital signature Date: Click here to enter a date.

The employee’s signature does not imply agreement with appraisal, but indicates that they have reviewed the evaluation and any areas needing improvement are clear to the employee.

[ ] By checking this box, I affirm that I am signing this document by typing my name above.

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Employee has reviewed the [Appropriate Use of Clark's Information Technology System Policy](https://www.clarku.edu/policies/wp-content/uploads/sites/295/2022/09/Appropriate-Use-of-Clarks-Information-Technology-System-Policy-v.2-1.pdf)

Employee Signature: Click here to type digital signature Date: Click here to enter a date.

[ ] By checking this box, I affirm that I am signing this document by typing my name above.