

## FORM PREVIEW

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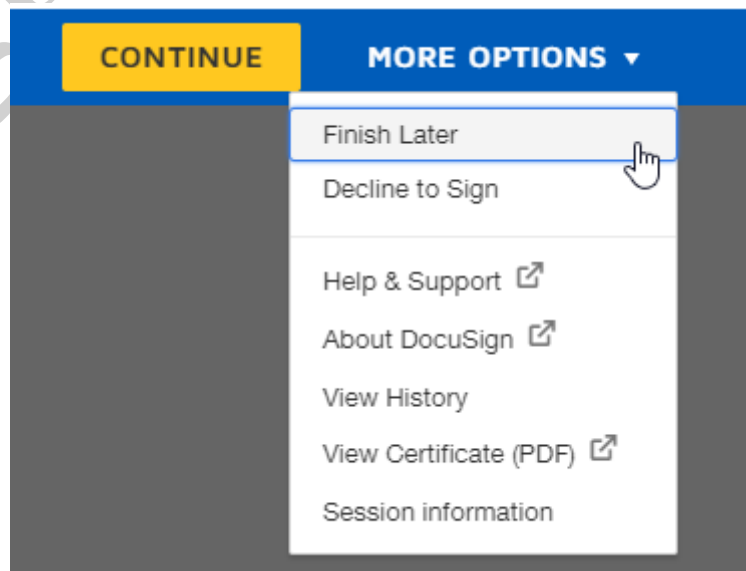
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# PERFORMANCE EVALUATION NON-UNIT CLERICAL

## PART I: GENERAL INFORMATION

Name: \_\_\_\_\_

State Title: \_\_\_\_\_

Campus Title: \_\_\_\_\_

Department: \_\_\_\_\_

Annual Evaluation Period: July 1, 20 to June 30, 20

## PART II: EVALUATION OF SPECIFIC AREAS

### Workflow Process

- 1) **Employee** completes self-evaluation in the EMPLOYEE SECTIONS for each area of evaluation.
- 2) **Employee** signs verifying self-evaluation is complete and **submits** to **Supervisor** for response.
- 3) **Supervisor** completes the SUPERVISOR SECTIONS for each area of evaluation.
- 4) **Supervisor** signs verifying their response is complete and **submits** to **employee** for review and/or additional comments. A meeting with the employee is *recommended* before next step to allow for discussion.
- 5) **Employee** may record **additional comments** (optional) and **signs verifying receipt** of completed evaluation.
- 6) The form routes to **HR** for inclusion in personnel file and a copy routes to **Divisional VP**.

### Rating Scale

- **Significantly Exceeds Expectations** – work is performed in a distinguished superior manner achieving all goals at a level significantly above expectations; very few employees will achieve this rating.
- **Exceeds Expectations** – work is performed with a high degree of competence and all goals are achieved at a level typically above standard.
- **Meets Expectations** – work is performed in an acceptable manner achieving goals at a level that meets the standard.
- **Does Not Meet Expectations** – work is performed below the standard requirement; has trouble meeting some goals; room exists for improvement.
- **Unsatisfactory** - significantly deficient in skills and abilities.

### Areas of Evaluation

- Quality of Work
- Management of Workload/Organization Skills
- Attendance and Availability
- Communication Skills
- Constituent Service
- Work Attitudes
- Interpersonal Skills

Evaluation Schedule	
Employee self-eval period ends	June 30
Employee self eval due to supervisor	July 15
Supv completes eval and reviews w/employee	August 15
Employee acknowledges receipt & routes to HR + divisional VP	August 31

Contact [HR@westfield.ma.edu](mailto:HR@westfield.ma.edu) for assistance.

This form available at <https://www.westfield.ma.edu/offices/hr-titleix-eo/forms-and-resources>

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**Quality of Work** – Produces accurate, neat, and thorough work, whether self-initiated or supervised; takes pride in work; demonstrates professional skills and knowledge of the responsibilities and duties assigned to the position.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Management of Workload/Organization Skills** – Organizes and prioritizes work appropriately; meet deadlines; produces the required amount of work to meet the needs of the institution; completes work in a timely and thorough manner; is results oriented and assumes responsibility and accountability for own work.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Attendance and Availability** – Conforms to established work schedule; is available to perform responsibilities and provide administrative support; answers messages and inquiries in a timely manner.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Communication Skills** – Effectively communicates with others in writing and speaking, listens carefully, represents the University well in internal and external communications; informs supervisors of status of projects and key issues.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Constituent Service** – Responds quickly and in a friendly manner to requests from students, faculty, staff, administrators, and the external community; is courteous and helpful to others; assists constituents efficiently avoiding unnecessary referrals to other offices or agencies.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Work Attitudes** – Endeavors to improve work techniques; accepts supervision and feedback, constructive criticism and responsibility; projects a positive image; demonstrates initiative and flexibility.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

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**Interpersonal Skills** – Has effective working relationships with others; treats others with civility and respect; works collaboratively as part of a team.

**EMPLOYEE SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**SUPERVISOR SECTION**

**Rating:**     Significantly Exceeds |  Exceeds |  Meets |  Does Not Meet |  Unsatisfactory

**Response:**

**PART III: ACCOMPLISHMENTS AND GOALS**

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

**EMPLOYEE RESPONSE:**

**SUPERVISOR RESPONSE:**

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**Goals:** Identify goals for the upcoming evaluation period.

**EMPLOYEE RESPONSE:**

**SUPERVISOR RESPONSE:**

**PART IV: ADDITIONAL COMMENTS AND SIGNATURES**

Employee Comments (optional):

Supervisor Comments (optional):

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**Signatures**

Employee **Self-Eval** Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor **Eval** Completed: \_\_\_\_\_ Date: \_\_\_\_\_

Employee **Receipt** of Supervisor Eval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Does not imply agreement with the evaluation)*

Received by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_