



# SAINT MARY'S COLLEGE OF CALIFORNIA

## ANNUAL PERFORMANCE EVALUATION

Employee Name:

Job Title:

Manager:

Department:

FY Review Period:

### WORK OBJECTIVES

Briefly summarize results tied to employee's work objectives. Comment on consistency, quality, and overall performance throughout the year.

Objectives:	Status (Achieved/Partially Achieved/Not Achieved)
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Comments</b> (Briefly explain reasoning for ratings)	<input type="text"/>

### COMPETENCIES

List the core competencies relevant to the employee's role and assess each based on observed performance. Use the definitions provided (Beginner, Intermediate, Advanced) to evaluate the employee's proficiency in each area.

Key Competencies:	<u>Beginner</u>	<u>Intermediate</u>	<u>Advanced</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- **Beginner** = Still building foundational knowledge and skills. Requires guidance and support to apply the competency effectively.
- **Intermediate** = Demonstrates growing proficiency and applies the competency in most situations with some independence. Occasionally supports others.
- **Advanced** = Fully proficient and consistently demonstrates this competency at a high level. Able to coach, mentor, or guide others in this area.



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### **RECOGNIZED STRENGTHS & AREAS FOR GROWTH**

Use this section to highlight the employee's key strengths and identify specific areas where continued growth or development is encouraged. Focus on qualities, behaviors, or skills that have positively impacted performance or that would benefit from further refinement.

### **ATTRIBUTES**

For each attribute listed below, select the rating that best reflects how consistently the employee demonstrated the behavior during the review period.

	<u>Never</u>	<u>Rarely</u>	<u>Sometimes</u>	<u>Often</u>	<u>Always</u>
<b>Initiative</b>					
<b>Learner</b>					
<b>Supports Lasallian Values</b>					
<b>Tenacity</b>					
<b>Creativity</b>					
<b>Responsible</b>					
<b>Team-Oriented</b>					
<b>Interpersonal Skills</b>					
<b>Inspire/Mentor/Coach Team Members</b>					
<b>Active Listener</b>					



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<u>RATING CATEGORIES</u>	<u>DEFINITIONS</u>
<b>Exceeds Expectations</b>	An employee given "Exceeds Expectations" demonstrates an exceptional level of performance, consistently exceeds overall goals and expectations and has made a major contribution to the success of the department/team.
<b>Meets Expectations</b>	An employee given "Meets Expectations" demonstrates a solid level of performance, regularly meets, and occasionally exceeds, overall goals and expectations and has contributed to the success of the department/team.
<b>Fails to Meet Expectations</b>	An employee given "Fails to Meet Expectations" is not meeting the job expectations and consistently fails to meet goals. The employee demonstrates unwillingness or an inability to improve performance.

<b>Management Employee Standards</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Fails to Meet Expectations</b>
Overall Rating			

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

**Acknowledgement:**

By signing below, I acknowledge that I have reviewed the ratings and feedback provided in this performance evaluation. My signature confirms that I have received this evaluation, not necessarily that I agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Employee Comments (if any):**