



OFFICER PERFORMANCE EVALUATION

Period Covered: July 1, 2019 – June 30, 2020

Name: _____

Title: _____

Grade: _____

Department: _____

Supervisor: _____

INSTRUCTIONS FOR MANAGERS:

- Consider the individual's job responsibilities and demonstrated performance during the past year.
- Using the below performance factors as a guide, provide specific examples of the employee's performance.
- Meet with the individual and discuss your assessment of their performance, including goals.
- Together with the employee, establish new goals for the upcoming year.
- Ask the individual to complete the "Employee's Comments" section, and to sign the evaluation. (The employee's signature represents acknowledgment of the review process.)
- Forward completed evaluation to the next level of management for review and signature.
- The evaluation, with all necessary signatures, should be sent to Law School Human Resources at hr@law.columbia.edu for review and appropriate handling.

PART I: PERFORMANCE FACTORS

- 1. Ownership and Pride in Work:** Evaluate the extent to which the individual demonstrates ownership and pride in work performed: Do they do all that is necessary to successfully resolve issues? Are projects and assignments completed with attention to detail, accuracy and timeliness?

Performance examples and comments:

- 2. Cooperation and Collaboration:** Evaluate the extent to which the individual collaborates with others to achieve common goals and considers impact of actions on other Departments and the Law School as a whole. Consider the extent to which they support systems and processes designed to protect and maximize Law School and University resources.

Performance examples and comments:

3. **Service Excellence:** Evaluate the extent to which the individual anticipates, understands and constructively responds to the needs of students, faculty, staff, alumni and other members of the University community. Consider the extent to which they consider the opinion of others, build trust, and add to the positive image of the Law School.

Performance examples and comments:

4. **Continuous Improvement:** Evaluate the extent to which the individual takes initiative and seeks opportunities to innovate by challenging existing processes and boundaries. Consider the extent to which they anticipate and identify problems, analyze causes and evaluate alternative solutions. Comment on the extent to which they take responsibility for personal development and for acquiring/enhancing knowledge and skills.

Performance examples and comments:

5. Leadership: Evaluate the extent to which the individual inspires others to be responsive, to be service-oriented and to achieve positive results.

Performance examples and comments:

6. Management: *(For those responsible for supervising others.)* Consider how effectively the individual manages staff performance by establishing goals, monitoring performance, providing ongoing feedback to employees, and promoting staff development. Does this individual take appropriate action to recognize/reward excellent performance and corrective action to resolve performance problems?

Performance examples and comments:

PART II: GOAL REVIEW

Review Goals set during previous review period (if applicable).

List of goals set during last review period	Year-End Assessment

PART III: OVERALL EVALUATION

Indicate the individual's overall contribution during the past review period.

Overall Comments (please attach additional sheets if necessary):

PART IV: EMPLOYEE COMMENTS

Indicate your overall reaction to this evaluation. Does this performance evaluation accurately describe your performance? In which areas, if any, do you feel you need additional assistance in order to be more effective in your current position? Please include any suggestions you feel would be helpful to your manager. *(Please attach additional sheets if necessary.)*

PART V: GOAL SETTING WORKSHEET FOR NEXT REVIEW PERIOD

List goals for next review period	Timeframe

SIGNATURE PAGE:

Manager's Signature	Title	Date
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Employee's Signature	Title	Date
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SECOND-LEVEL MANAGEMENT REVIEW:

Reviewed by	Title	Date
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HUMAN RESOURCES REVIEW:

Leonia Aguiar, Executive Director of Human Resources	Date
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