**Kenyon College Triennial Employee Performance Review**

**For Review Period:** \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
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| **Employee:** |  | **Review Date:** |  |
| **Title:** |  | **Supervisor:** |  |
| **Division/Department:** |  | **VP/Senior Staff:** |  |

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| Instructions:Employee and Supervisor should review the position description in preparation for this discussion.  More information, instructions, and resources on the performance review process at Kenyon: [Employee Performance Program](http://www.kenyon.edu/directories/offices-services/human-resources/employee-performance-program/) | **Assessment Categories for Performance Review**In most cases, one assessment category will apply in any given section. However, if an employee’s performance is a mix between Solid Performance and Areas for Development, both assessment categories may be checked. Comments must be provided to explain the mixed assessment. |
| **SOLID PERFORMANCE (SP)**Consistently meets, and at times may exceed, expectations and requirements for defined competency or essential functions. Demonstrates full knowledge of and competence in this requirement of the position.  | **AREAS FOR DEVELOPMENT (AD)**May demonstrate satisfactory performance in some areas of core competencies or essential functions, but needs to further acquire or develop necessary competencies or skills in order to consistently meet expectations.  |

**Section 1: Core Competencies** *(Expected of Kenyon College employees)* ***You may check one or both boxes***

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| --- | --- | --- |
| Core Competency | Comments | Assessment |
| **Reliability/Accountability*** Follows through on assignments
* Takes ownership of work
* Is reliable and responsible
* Adheres to Kenyon College policies and procedures
 |  | [ ]  SP [ ]  AD |
| **Teamwork/Cooperation** * Serves as a positive colleague or team member
* Is flexible, adapts to changing priorities, and recognizes the needs of the organization
* Establishes productive working relationships
 |  | [ ]  SP [ ]  AD |

**Section 1: Core Competencies (continued) *You may check one or both boxes***

|  |  |  |
| --- | --- | --- |
| Core Competency | Comments | Assessment |
| **Communication** * Speaks and/or writes effectively, listens, and clarifies information when necessary
* Employs the appropriate tone and gives appropriate content for designated audience
 |  | [ ]  SP [ ]  AD |
| **Service/Civility/Inclusion** * Treats all with respect, courtesy, and dignity
* Strives to achieve service standards
* Embraces Kenyon’s commitment to maintain a diverse and inclusive workplace
 |  | [ ]  SP [ ]  AD |
| **Leadership** (Some may apply only to supervisors)* Provides positive leadership, support, and direction
* Promotes understanding of the College mission
* Interacts with humor, humility and empathy
* Plans, controls, and delegates effectively
* Motivates others to perform at the highest level
* Communicates in a transparent, straightforward way
 |  | [ ]  SP [ ]  AD |
| **Supervising Performance of Others** (for supervisors only) * Provides timely, constructive and balanced feedback
* Holds employees accountable
* Completes check-in conversations and triennial reviews honestly and fairly
* Attends to conflict quickly and equitably
* Provides effective coaching and mentoring
* Identifies training and development opportunities
 |  | ☐ SP ☐ AD ☐ N/A |

**Section 2: Position-Specific Essential Functions**

Assess the top 3-5 essential functions for the position. Essential Functions are typically drawn from the position description. Additional narrative may be provided to assess other functions as listed in the position description.

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| Position-Specific Essential Functions | Comments | Assessment |
| 1. |  | [ ]  SP [ ]  AD |
| 2. |  | [ ]  SP [ ]  AD |
| 3.  |  | [ ]  SP [ ]  AD |
| 4. |  | [ ]  SP [ ]  AD |
| 5. |  | [ ]  SP [ ]  AD |

**Section 3: Specific Accomplishments/Goals/Professional Development/Overall Comments**

Note the employee’s progress on any goals identified in check-in conversations, and/or note other accomplishments achieved. Explain whether any goals were modified due to departmental operations or changed priorities. Offer suggestions for professional development. Provide narrative on overall performance review.

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**Section 4: Employee Comments**

Employee may include comments in the space below, and/or may attach comments in a separate document. This section may also be used for Employee to provide professional development plans and list future goals.

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**Section 5: Signatures**

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| Employee |  | Date |  |

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| Supervisor |  | Date |  |
| *Employee signature indicates only that the Triennial Review has been shared with the employee and not necessarily their agreement with the supervisor’s review.* |

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| --- | --- | --- | --- |
| Dept. Head |  | Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| VP/Senior Staff |  | Date |  |

*Last updated December 12, 2017*