

**NEW HAMPSHIRE INSTITUTE OF ART**  
**ANNUAL PERFORMANCE EVALUATION FORM**  
**(non-faculty)**

**Employee Name:** \_\_\_\_\_ **Time Period** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**INSTRUCTIONS**

Step 1: The employee completes the Narrative and Rating section of the form and submits it to the supervisor. Additional sheet(s) may be added for narrative section.

Step 2: The supervisor reviews the employee's submission and completes the supervisor elements. Additional sheet(s) may be attached for narrative section.

Step 3: Supervisor schedules private meeting with employee to review and discuss the evaluation. Both sign the form (page 4).

Step 4: Supervisor copies form for employee and self, and delivers original to Human Resources.

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Narrative Section

**My contributions to the overall performance of my department and the Institute as a whole during fiscal year \_\_\_\_\_ include:**

**My goals and objectives for next fiscal year are:**

**The types of professional development or training opportunities that might be helpful to me in my present position include:**

**Changes in my work environment (such as peer relationships, procedures, tools or equipment) that might enable me to be more productive in my job are:**

**Other suggestions that I have for improvements in my department and the Institute include:**

**Additional Employee Comments:**

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**Supervisor Comments:**

## PERFORMANCE RATING SECTION

Use the following codes to indicate performance levels

### 4. Highly Satisfactory

Performance has consistently exceeded job expectations

### 3. Satisfactory

Performance has met job expectations. This rating represents good solid performance.

### 2. Needs Improvement

Performance needs improvement and has not consistently met expectations.

### 1. Unsatisfactory

Performance has consistently not met job expectations. The employee has been counseled with regard to his/her performance and how that performance must be improved within a given time limit.

## PERFORMANCE RATING

For each rated item show specific examples to support assessment.

Employee Rating    Supervisor Rating

### Organizational and Job Skills Rating

\_\_\_\_\_    \_\_\_\_\_    **Customer Service** – Interacts positively and professionally with all Institute constituents. Supports student recruitment and retention activities to expand enrollment and participation in the Institute programs.

\_\_\_\_\_    \_\_\_\_\_    **Analysis and Problem Solving** – Understands and defines problems clearly. Develops realistic and/or innovative solutions. Participates constructively in team problem solving.

\_\_\_\_\_    \_\_\_\_\_    **Judgment and Decision Making** – Arrives at sound, timely decisions after balanced consideration of facts; distinguishes between practical and impractical solutions; maintains confidentiality and demonstrates a high degree of integrity.

\_\_\_\_\_    \_\_\_\_\_    **Technical Knowledge** – Has thorough understanding of the job and is able to apply this knowledge and skill in the performance of the job.

\_\_\_\_\_    \_\_\_\_\_    **Organization and Planning** – Is aware of expenses relative to budgetary goals and produces required paperwork in a timely manner. Looks for opportunities to improve financial performance.

\_\_\_\_\_    \_\_\_\_\_    **Quality** – Completes work according to specifications. Follows standards and procedures. Keeps complete records. Pays attention to details. Monitors the accomplishment of prescribed goals and targets, provides timely and specific feedback on progress toward goals.

\_\_\_\_\_      \_\_\_\_\_      **Workload** – Produces expected quantity of assignments within stated timeframes.

**Communication Skills**

\_\_\_\_\_      \_\_\_\_\_      **Oral Communication** – Expresses ideas and information effectively, courteously, and clearly.

\_\_\_\_\_      \_\_\_\_\_      **Listening Skills** – Listens attentively to others and their assessments, opinions, and judgment.

\_\_\_\_\_      \_\_\_\_\_      **Written Communication** – Writes concisely and professionally; clearly expresses ideas and information.

**Interpersonal Skills**

\_\_\_\_\_      \_\_\_\_\_      **Attitude and Commitment** – Maintains a positive attitude and professional demeanor.

\_\_\_\_\_      \_\_\_\_\_      **Working with Others** – Is sensitive to the needs and feelings of others, develops rapport and trust, accepts inter-personal differences, deals effectively with others regardless of level or status and always demonstrates respect for others. Encourages open and candid communication.

\_\_\_\_\_      \_\_\_\_\_      **Dependability** – Honors agreements and commitments. When necessary, renegotiates ahead of time.

\_\_\_\_\_      \_\_\_\_\_      **Overall Performance Rating**  
(average of above items)

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**Receipt of Performance Appraisal**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date