

FORM PREVIEW

Must be submitted by DocuSign

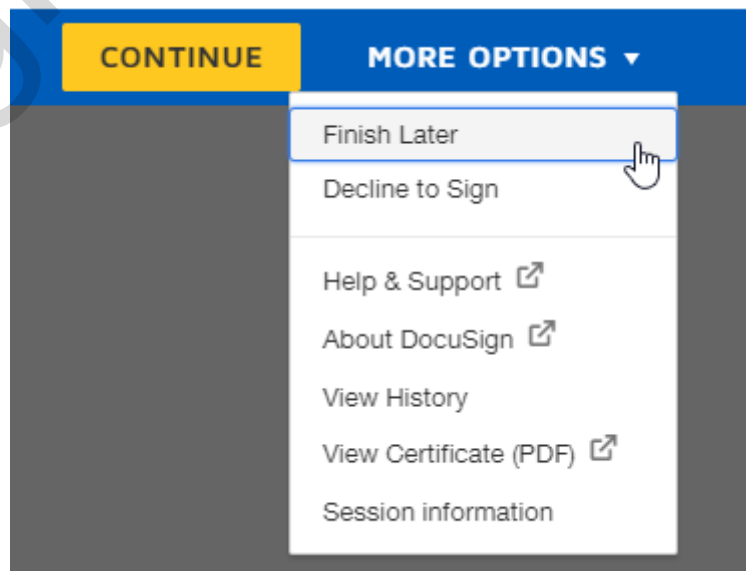
DocuSign “Finish Later” option

In DocuSign, the “Finish Later” option allows you to temporarily pause and save your progress on a document, returning to it later to complete signing.

This feature is useful when you need to gather more information or can't finish signing immediately.

You can access the document later through the DocuSign email notification link or by logging into your account.

If you allow the session to **time out after 120 minutes**, nothing will save.



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 for assistance.

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

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:

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:

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:

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:

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:

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:

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:

Goals: Identify goals for the upcoming evaluation period.

EMPLOYEE RESPONSE:

SUPERVISOR RESPONSE:

PART IV: ADDITIONAL COMMENTS AND SIGNATURES

Employee Comments (optional):

Supervisor Comments (optional):

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: _____