

PSA Staff Exceptional Performance Recommendation Form

7PD
10/8/13
NJIT
New Jersey's Science & Technology University
MP
10/8/13

Review Period _____
Department _____
Employee _____
Job Title: _____

Immediate Supervisor _____

The form should be completed and submitted to HR no later than _____

Exceptional Performance is defined as demonstrably superior performance for the evaluation period which consistently demonstrates a mastery of the position requirements.

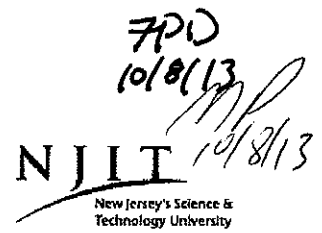
Please provide below a summary demonstrating how the employee meets the criteria of exceptional performance as defined, listing specific contributions, characteristics and outcomes.

Supervisor/Dept Head signature _____
Date _____

Division Head signature _____
Date _____

Recommendation accepted
 Recommendation not accepted VP signature _____ Date _____

PSA Staff Evaluation Form



Review Period	
Employee	
Department	
Immediate Supervisor	

The form should be completed and submitted to HR no later than _____

Planning Performance at the Beginning of the Performance Period

At the start of employment and/or the year to be evaluated using the job description, and the Competencies Dictionary as a guideline, the supervisor is to determine and list the performance competencies that are most relevant to the individual's job. The supervisor is encouraged to consult and collaborate with the employee after initial employment. Performance requirements should be customized for departmental/functional and leadership competencies that are most relevant to success in the position.

Performance Ratings:

- 1. PERFORMANCE WHICH MEETS JOB REQUIREMENTS** - Performance which consistently meets and or frequently exceeds the position requirements. Demonstrates an inexhaustible learning curve and professional commitment to the position's responsibilities while meeting essential expectations in all regards.
- 2. PERFORMANCE WHICH DOES NOT MEET OVERALL JOB REQUIREMENTS** - Performance meets some job requirements, but is demonstrably flawed in significant ways. Needs improvement and/or performance falls consistently below job requirements and reasonable expectations.

Prior to meeting with employee and/or obtaining employee's signature, signatures of Division Head and Area VP should be obtained. After employee signature is obtained, return completed form to Human Resources.

Human Resources will share information as necessary, with appropriate representatives of the university and/or the employee. Formal, written, timely submitted rebuttals, will be shared as appropriate, prior to final certification and filing of the evaluation and prior to final merit award decisions.

PSA Staff Evaluation Form



Review Period	
Employee	

University Competencies	Rating
Team work / Collaboration	
Professionalism	
Innovative Thinking / Creativity	
Effective Communications	
Departmental / Functional Competencies	Rating

NCAA Compliance: Works in accordance with NCAA rules and regulations (if applicable)

Overall Rating

Comments: Must be provided if overall rating is "Does not meet requirements" (use additional sheet if required)

Goals (use additional sheet if required)

Employee Comments (use additional sheet if required)

I concur with the evaluation.

I do not concur with the evaluation.

	Signatures	Date
Evaluating Supervisor/Dept Head		
Division Head		
Vice President		
Employee		