

STEVENS INSTITUTE OF TECHNOLOGY
Annual Performance Evaluation
For Managerial Staff Employees

Employee: _____
Reviewer: _____
Evaluation Period: _____
Date: _____

Past Year Goals & Expectations (from employee's self-assessment):

Overall Assessment, including achievement of personal objectives, points for improvement and suggested training (to be completed by reviewer):

Annual Performance Evaluation:

SCALE

1: Does Not Meet Expectations

2. Meets Expectations

3. Exceeds Expectations

Managerial Skills

___ **Results Orientation:** Meets commitments and deadlines. Deliverables meet the desired result and solutions are crafted with the goals of the organization in mind.

(Insert Comments Here)

___ **Leadership:** Develops strong working relationships with staff/employees and effectively influences others. Interacts well with other managers and executives.

(Insert Comments Here)

___ **Planning & Budgeting:** Effectively plans and prioritizes work requirements. Goals are realistic and measurable. Keeps within established budget for his or her group. Develops strategies for increased revenue and/or reduced expenses as appropriate.

(Insert Comments Here)

___ **Vision:** Has a strategic vision for the group he or she manages. Understands the larger goals of the organization and manages the group in pursuit of the goals.
(Insert Comments Here)

___ **Communications:** Written and verbal communications are clear and concise. Good listening skills.
(Insert Comments Here)

___ **Personal Qualities:** Has high moral and ethical standards. Is professional in demeanor and represents Stevens well. Works well with others and is loyal to the Institute.
(Insert Comments Here)

Future Goals & Objectives

List the major goals and objectives for the upcoming review period. Address areas of weakness that must be improved and specific duties and responsibilities that will further the manager's career growth.

Reviewer Signature: _____ Date_____

Employee Signature: _____ Date_____

Employee Comments:

Approved by: _____ Date_____