

**STEVENS INSTITUTE OF TECHNOLOGY**  
**Annual Performance Evaluation**  
**For Staff Employees**

Employee: \_\_\_\_\_  
Reviewer: \_\_\_\_\_  
Evaluation Period: \_\_\_\_\_  
Date: \_\_\_\_\_

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

Overall Assessment, including 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

### Overall Performance

\_\_\_ **Flexibility:** Adapts to shifting responsibilities and is comfortable with change. Is open to new ideas. Demonstrates a positive attitude under time constraints, multiple assignments, and new priorities.  
(Insert Comments Here)

\_\_\_ **Creativity:** Demonstrates ability to think “outside of the box.” Contributes with new ideas and creative problem solving.  
(Insert Comments Here)

\_\_\_ **Initiative/Motivation:** Continuously motivated to improve the quality of individual work efforts. Proactively creates opportunities to expand role on team and in organization. Is not easily discouraged or frustrated by challenges. Recognized as a self-starter.  
(Insert Comments Here)

\_\_\_ **Results-Orientation:** Resourceful in seeking solutions. Is diligent in linking tasks to end product. Follows through on commitments and comes prepared to meetings and other events.  
(Insert Comments Here)

\_\_\_ **Judgment/Maturity:** Competent using data, research, and experience to make informed decisions. Able to self-manage, is thoughtful in responding to challenging situations. Represents the organization in a mature, professional manner with both internal and external contacts.  
(Insert Comments Here)

\_\_\_ **Team Orientation:** Cooperates and assists colleagues, contributes to team effort, and balances a fair share of work. Effectively listens to and interprets the need of others. Contributes positively to department morale.  
(Insert Comments Here)

### **Communication Skills**

\_\_\_ **Verbal/Presentation Skills:** Speaks clearly and articulately. Presents data and research in an effective manner. Confident in presenting information to others and contributes regularly to discussions.  
(Insert Comments Here)

\_\_\_ **Written Skills:** Expresses thoughts in writing in a clear, organized and succinct manner. Understands and demonstrates the importance of accurate, complete documents.  
(Insert Comments Here)

\_\_\_ **Technology Skills:** Uses computers, communication devices and job-specific tools effectively. Demonstrates ability to use relevant software programs efficiently to accomplish job requirements.  
(Insert Comments Here)

\_\_\_ **Project Management:** Assists in day-to-day activities to maintain the progress of department projects. Understands priorities, meets milestones, and identifies roadblocks. Works in an organized, efficient manner.  
(Insert Comments Here)

### **People/Self Development**

\_\_\_ **People Development:** Supports peers. Shares knowledge with team members.  
(Insert Comments Here)

\_\_\_ **Self Development:** Accepts constructive criticism and internalizes feedback. Keeps up-to-date on trends and developments, and improves capabilities to meet changing job requirements.  
(Insert Comments Here)

\_\_\_ **Leadership:** Establishes credibility and commands respect among colleagues. Presents ideas confidently with logical rationale. Exhibits ability to positively influence colleagues.  
(Insert Comments Here)

\_\_\_ **Problem Solving:** Quickly pinpoints problems and proposes solutions. Demonstrates a willingness to digest complex issues and provide a point of view.  
(Insert Comments Here)

Reviewer Signature: \_\_\_\_\_ Date\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date\_\_\_\_\_

Employee Comments:

Approved by: \_\_\_\_\_ Date\_\_\_\_\_