

LE MOYNE COLLEGE

PERFORMANCE ASSESSMENT PROCESS

The Le Moyne College Performance Assessment Process is intended to support a culture of work and achievement based on the core values of Cura Personalis and Magis. The College strives to provide opportunities to develop the whole person and an environment that supports a relentless quest for improvement.

Through the personal reflection and examination of the self-assessment, and through the observations and comments in the supervisory assessment, we hope to identify and create an opportunity for dialogue on the activities and contributions that have been most successful and aligned with the mission, vision and goals of the College and the employee's division and department. We also hope to create a dialogue about those areas which were challenging and about the opportunities for growth in support of our mission, vision and organizational objectives.

Assessing Performance

This process allows us to reflect upon and comment on what has been accomplished in the prior year. This information should include those contributions and efforts that have contributed to achieving positive results, including handling our day-to-day work. It should also include the issues that presented specific challenges or opportunities for growth and development.

As we think about our accomplishments and challenges, it is equally important to reflect upon how the work was done. The Performance Assessment Process provides the opportunity to consider how working in a mission informed and core values focused way has assisted in achieving positive results, or may be helpful in supporting the development and growth for the individual in the future.

Mission-Based Competencies

Competencies are a set of behaviors that encompass the skills, knowledge, abilities, and personal attributes that are desired and are critical to optimal performance in a specific work environment. Optimal performance is performance that achieves the desired results or outcomes and is done in a way that aligns with the behaviors that reflect our competencies and support the environment described by our mission, vision and the college strategic plan.

Our mission-based competencies have been identified as essential for mission-aligned success and performance at Le Moyne College. The mission-based competencies are provided in the table that follows this section.

As you complete the assessment, consider whether or not the contributions you are highlighting have been positively affected through the demonstration of any of these behaviors. If so, comment on the competency(s) and behavior(s) that were most helpful.

In addition, as you consider opportunities for growth, development and/or challenges, consider and comment on how the application of any of these competencies and behaviors may be helpful in supporting your efforts for development or in meeting the identified challenges.

Mission Based Competencies

Competency	Behaviors
Collaboration	<ul style="list-style-type: none"> • Seeks out input and opinions of colleagues and staff • Values input and perspectives of others • Initiates joint projects • Adapts and accepts new ideas for greater good of the organization/project • Works at building consensus
Communication	<ul style="list-style-type: none"> • Actively listens • Asks questions to ensure understanding • Expresses views and ideas appropriately • Promotes discussion • Encourages response and dissent to views and opinions • Refrains from judgment or criticism of alternative views • Shares information and ideas openly
Diversity	<ul style="list-style-type: none"> • Embraces differences in culture, background, ethnicity, gender and beliefs • Creates opportunities for individuals outside the majority • Removes barriers to those outside the majority • Recognizes the value of differing views and opinions and seeks them out • Creates an environment where all are welcome and feel valued
Integrity	<ul style="list-style-type: none"> • Treats people fairly and with respect • Offers honest, accurate opinions and feedback in an appropriate manner • Provides complete answers • Commits to personal and organizational values and interests • Demonstrates sound, consistent and ethical decision making • Takes responsibility and ownership for decisions, actions and outcomes for self and area of responsibility
Leadership	<ul style="list-style-type: none"> • Provides clear direction and instruction • Promotes alignment with organizational direction • Acts in an honest and ethical manner consistently • Maintains an open mind • Focuses on the best interests of the organization • Separates personal interests from organizational interests to make sound decisions • Seeks input and participation from appropriate interested parties • Provides opportunities for personal and professional growth and development
Service	<ul style="list-style-type: none"> • Strives to be welcoming, courteous and helpful • Asks questions to fully understand the needs or expectations of others • Focuses on what can be done to meet needs • Takes personal responsibility for resolving service problems completely • Provides timely response and checks to ensure needs have been met • Considers the impact on the external or internal customer and alignment with policy and practice when taking action • Looks for creative approaches to providing or improving services that may increase efficiency and decrease cost • Finds opportunities to pass on knowledge and transfer skills to others

Performance Assessment

Employee Name	Job Title	Review Period
Department	Supervisor	Date Completed

Performance and Contributions

Employee Self-Assessment:

Please provide a narrative assessment of your performance over the past year. Consider the full scope of activities regarding fulfilling your work assignment and include comments on the contributions you made during the year to your department, division and institution. Also include any actions taken towards accomplishing personal and professional goals; contributions on specific projects; and work toward organizational goals.

Supervisor Comments:

Please provide a narrative assessment of the contributions of this individual over the prior year, including comments on the self-assessment materials provided and your personal observations, experiences and examples of individual or group work. Also include any actions taken towards accomplishing personal and professional goals; contributions on specific projects; and work toward organizational goals.

Personal Development

Employee Self-Assessment:

Please discuss areas for personal and professional development that you feel would be beneficial for continued success. Consider issues, projects or assignments that may have been challenging and include potential ways to address these challenges in terms of training, education, coaching, or other support that would be beneficial.

Supervisor Comments:

Please provide a narrative assessment of any personal or professional opportunities for development for this individual considering the information shared in the self-assessment and your personal observations, experiences and examples of individual and group work. Include potential ways to address these challenges in terms of training, education, coaching or other support that might be beneficial.

Summary

Employee Summary:

Briefly summarize your perspectives, experience and overall performance over the past year.

Supervisor Summary:

Please summarize the employee's overall performance over the past year. List SMART goals for the coming year which will support department and/or divisional goals and indicate an overall rating in the table provided.

Falls Below Expectations	New and/or Developing	Meets Expectations	Exceeds Expectations

Falls Below Expectations – Individual consistently does not fulfill most of the requirements of the position as defined in the position description and/or expectations provided by the supervisor.

New and/or Developing – Individual has been in the current role for 1 year or less.

Meets Expectations – Individual consistently fulfills most or all of the responsibilities of the position as defined in the position description and/or expectations provided by the supervisor.

Exceeds Expectations – Individual performs at a level that consistently exceeds most or all of the responsibilities of the position as defined in the position description and/or expectations provided by the supervisor.

Employee Signature

Supervisor Signature