Information Services & Technology

IS&T FY2012 Performance Assessment

Name _____ **Date** _____

Supervisor

To Be Completed by Employee:

FY2012 GOALS REVIEW: Enter your goals for the review period in the "Employee Goals" column. Select the appropriate rating that applies to your achievement for the goal from the drop-down menu.

E / Exceptional – Performance consistently exceeds expectations; the results are broadly recognized within the community as being highly valued. A clear role model.

H / Highly Effective – Consistently strong level of performance – goals are consistently achieved, many times overcoming significant challenges.

P / Proficient – Goals are achieved and behavioral competencies are demonstrated at a level consistent with the position's responsibilities.

N / Needs Improvement – Commitments may have been missed without mitigating circumstances.

U / Unacceptable - Regularly misses commitments.

Employee Goals	Employee Rating	Supervisor Rating
Goal #1	Select Rating	Select Rating
Goal #2	Select Rating	Select Rating
Goal #3	Select Rating	Select Rating
Goal #4	Select Rating	Select Rating
Goal #5	Select Rating	Select Rating
Goal #6	Select Rating	Select Rating
Goal #7	Select Rating	Select Rating
Goal #8	Select Rating	Select Rating

SUMMARY OF JOB PERFORMANCE: Check the appropriate rating that applies to your job performance. Consider and provide examples that are relevant to your demonstration of the following: Knowledge/Skills/Expertise, Service Orientation, Critical Thinking/Problem-Solving Ability, Collaboration, Communication Effectiveness, Decision Making, Influencing/Leading, Responsibility/Accountability, and Supervisory Skills. Refer to the job family descriptions on the IS&T website at the following link: http://ist.mit.edu/hr/alignment.

	Employee Rating	Supervisor Rating
Job Performance	Select Rating	Select Rating

FY2012 JOB PERFORMANCE AND VALUES REVIEW:

Provide a summary of your performance. Consider and provide examples that are relevant to your demonstration of the following: Knowledge/Skills/Expertise, Service Orientation, Critical Thinking/Problem-Solving Ability, Collaboration, Communication Effectiveness, Decision Making, Influencing/Leading, Responsibility/Accountability, and Supervisory Skills.

Additionally, reference examples when you have exemplified the IS&T Values:
RESPECT – RESPONSIBILITY – TEAMWORK – TRANSPARENCY.

To Be Completed by Supervisor:	
Please Select a Final Overall 2012 Performance Rating For The Performance Year:	
E (Exceptional)	☐
H (Highly Effective)	☐
P (Proficient)	☐
N (Needs Improvement)	☐
U (Unacceptable)	☐
Please Provide a Written Summary of Employee's Overall Performance:	

This annual performance review will become part of your MIT personnel file. Please sign below to acknowledge that you have received this document.

Employee's Signature Date

Supervisor's Signature Date

Supervisor's Manager's Signature Date