

**The Research Foundation
of State University of New York**

**PERFORMANCE APPRAISAL PROGRAM FOR
ADMINISTRATIVE EMPLOYEES**

PERFORMANCE PROGRAM SUMMARY FOR EMPLOYEES

The Research Foundation has instituted a written performance appraisal program for administrative employees at all locations. You are encouraged to be an active participant in this program.

GOALS

This program is designed to:

- Increase communication between you and your supervisor by setting forth clearly what you are expected to accomplish, what factors are important to successful performance, and how well you meet your supervisor's expectations of job performance.
- Identify areas where additional training or development will improve your performance.
- Assist your supervisor in recognizing and rewarding your accomplishments.

PROGRAM OVERVIEW

When you are hired at the Research Foundation or transferred to a new position, you and your supervisor will meet to discuss the supervisor's performance expectations for the following year. Your supervisor will complete page 1 of the Individual Performance Program and Appraisal Form and provide you with a copy.

During the year, your supervisor will discuss performance with you and provide you with guidance in your job.

At the end of the performance evaluation period (the 12-month period following the establishment of a performance program), your supervisor will complete page 2 of the Individual Performance Program and Appraisal Form. You will be given an opportunity to complete a self-appraisal and you are encouraged, though not required, to do so.

You will meet with your supervisor to discuss his or her appraisal of your performance, and you will be given an opportunity to include comments on the appraisal form. As a final step, your supervisor will complete a new performance program section of the form for the next anniversary year and will provide you with a copy of the form.

The Research Foundation Performance Appraisal Program uses the following rating values:

- Exceeds Expected Level of Performance. A rating in this category indicates that the employee consistently exceeds the requirements for the tasks or objectives to be accomplished during the evaluation period. The employee has made outstanding contributions to the work of the office/project.
- Effective and Competent Performance. A rating in this category indicates that the employee meets performance expectations and has generally achieved the objectives or successfully performed the tasks specified in the performance program. The employee may be performing better than expected for some of the objectives and tasks assigned.
- Minimally Effective Performance. A rating in this category indicates that the employee's performance is at a minimally acceptable level. The employee requires extra direction or the supervisor finds it necessary to avoid assigning normal tasks or responsibilities to the employee. There is need for improvement in one or more areas of the employee's performance.
- Performance Needs Improvement. A rating in this category indicates that the employee's performance clearly does not meet minimally acceptable standards. There is need for immediate and significant improvement in performance.

If you do not feel that the performance evaluation process was carried out appropriately, you may request that the office responsible for Research Foundation personnel matters at your location review the process and restart it at the appropriate point in the cycle, if necessary.

Any questions you may have about the performance appraisal program should be referred to your supervisor.

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