



UNIVERSITY of NEW HAMPSHIRE

Three-Month Performance Assessment Form Operating Staff

• **Shaded/blue** areas to be completed by employee

• **Non-shaded** areas to be completed by supervisor

Evaluation Period:	From:	To:
Employee Name:		
Employee Title:		
Department:		

1. What is your understanding of your job priorities?

EMPLOYEE'S RESPONSE:	SUPERVISOR'S COMMENTS/ACTION:
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2. Do you have knowledge of and training in the safe use of the equipment and/or chemicals you use in your job?

EMPLOYEE'S RESPONSE:	SUPERVISOR'S COMMENTS/ACTION:
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3. What part of your job reflects your strengths? Why?

EMPLOYEE'S RESPONSE:	SUPERVISOR'S COMMENTS/ACTION:
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4. At this point in your training, please note the areas of your job in which you think you need further instruction.

EMPLOYEE'S RESPONSE:	SUPERVISOR'S COMMENTS/ACTION:
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5. What job-related qualifications or abilities do you have which you believe could be more fully utilized in this job and how could they be?

EMPLOYEE'S RESPONSE:	SUPERVISOR'S COMMENTS/ACTION:
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6. List **job goals** for the next assessment period. These goals should be in alignment with the department and unit strategic plan. The employee fills his or her goals; then the supervisor finalizes the goal, based on dialogue with the employee.

Employee proposed job goal(s):

1.
2.
3.

If needed, add additional page

Job goal(s) as finalized by Supervisor:

1.
2.
3.

If needed, add additional page

7. List **professional development goals** for the next assessment period. These goals should be in alignment with the department and unit strategic plan. The employee fills his or her goals; then the supervisor finalizes the goal, based on dialogue with the employee.

Employee proposed professional development goal(s):

1.
2.
3.

If needed, add additional page

Professional Development goal(s) as finalized by Supervisor:

1.
2.
3.

If needed, add additional page

Supervisor describes below the progress the employee has made toward performance of each competency during the first three months in the job.

Competency. See Guide to Job Competencies for examples of performance indicators.	Explain progress made toward the performance of each competency and results.
A. Job Specific Knowledge & Skills	
B. Quality	
C. Professionalism & Accountability	
D. Collaboration & Teamwork	
E. Commitment to the Values of the Department & University	
F. Additional Competency – specific to the department to supplement the University competencies on this form (optional):	
G. Leadership & Management	
H. Performance Management & Development	

TO BE COMPLETED BY SUPERVISOR:

How would you assess the first three months of this employee's performance of this job? (Please place "X" in one of the boxes below):

	Far exceeds job expectations
	Meets job expectations
	Fails to meet job expectations

State reasons/examples:

Employee's signature does not indicate agreement, only that this assessment has been reviewed and discussed by both employee and supervisor. Employee may include written comments that will become part of the evaluation file.

Employee Signature	Date	Supervisor Signature	Date

PRINT or TYPE Supervisor Name:	
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