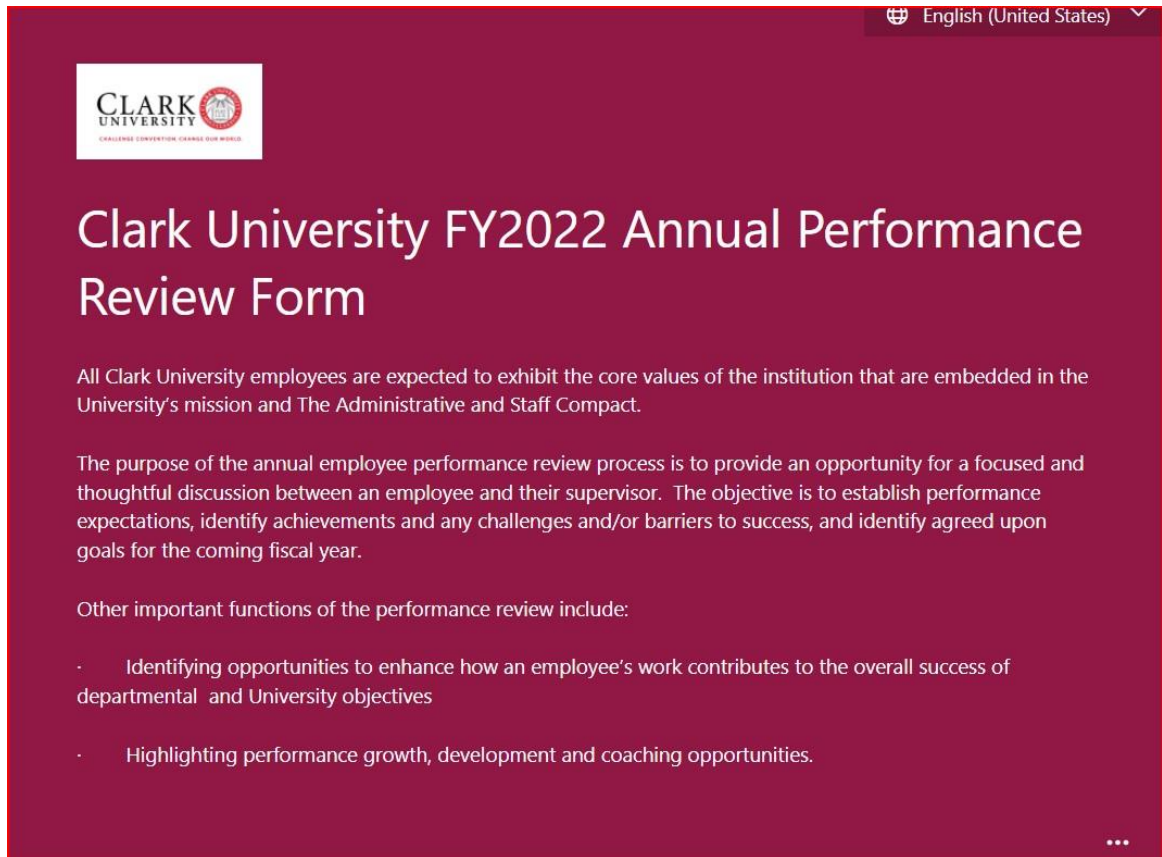


Instructions for Clark University Yearly Assessment-Supervisors

1. Go to the link sent from Human Resources.



English (United States) ▾

CLARK UNIVERSITY
CHALLENGE CONVENTION CHANGE OUR WORLD

Clark University FY2022 Annual Performance Review Form

All Clark University employees are expected to exhibit the core values of the institution that are embedded in the University's mission and The Administrative and Staff Compact.

The purpose of the annual employee performance review process is to provide an opportunity for a focused and thoughtful discussion between an employee and their supervisor. The objective is to establish performance expectations, identify achievements and any challenges and/or barriers to success, and identify agreed upon goals for the coming fiscal year.

Other important functions of the performance review include:

- Identifying opportunities to enhance how an employee's work contributes to the overall success of departmental and University objectives
- Highlighting performance growth, development and coaching opportunities.

...

Note: This form has an immersive reader by clicking on this icon:



2. Enter the employee's chosen, preferred or legal name and title.

1
What is the employee's last name? *

Last Name

2
What is the employee's first chosen, preferred or legal name? *

Chosen, preferred, legal name

3
What is the employee's title? *

Title

3. Enter your chosen, preferred, or legal name and title.

4
What is your last name? *

Last Name

5
What is your first chosen, preferred or legal name? *

Chosen, preferred, legal name

6
What is your title? *

Title

4. Describe the assessment of the employee during the past fiscal year.

<p>Part 1: Performance Assessment: Strengths and Areas for Growth</p>	 <p>CLARK UNIVERSITY CHALLENGE CONVENTION. CHANGE OUR WORLD.</p>
<p>7</p> <p>Please describe your assessment of this employee's performance during the past fiscal year considering the duties and responsibilities outlined in the job description and established goals. *</p>	
<p>Assessment of employee</p>	

5. Describe three accomplishments of the employee during the past fiscal year.

<p>8</p> <p>Please describe up to three (3) accomplishments that this employee has achieved during the past fiscal year. *</p>
<p>Accomplishment 1 Accomplishment 2 Accomplishment 3</p>


6. Describe up to three areas of growth for the employee.

<p>9</p> <p>Please identify up to three (3) performance growth and/or skill development opportunities that this employee would benefit from in the coming fiscal year. *</p>
<p>Growth opportunity Growth opportunity Growth opportunity</p>

7. Please explain how support will be offered to the employee for performance growth and skill development this year.

10

Please explain how you will support this employee's performance growth and skill development in the coming year.

* 

Text here.

8. Rate the employee on the Core Competencies. Four (4) is the highest score, and one (1) is the lowest. Please reach out to HR for a meeting if there are any scores below three (3).

Part 2: Core Competencies Rating Guide



Please rate the employee based on the following:

- **4: Commendable (or better)** – *Consistently meets* expectations and goals with a high level of performance and consistent record of achievement.
- **3: Satisfactory (or better)** – *Meets* expectations and most goals and demonstrates initiative and desire to learn and grow.
- **2: Approaching Expectations** – *Has not yet demonstrated the ability to meet* all expectations of the job, but has the capacity to do so. **Comments required.**
- **1: Needs Improvement** - Improvement needed in multiple areas. **A performance improvement plan required. Comments required.**
- Not Applicable (N/A)

The core values outlined in the Clark Administrative and Staff Compact should be used as a reference for responding to the factors being reviewed.

9. Please complete the supervisor acknowledgement.

Supervisor Acknowledgement



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19

Has the performance review meeting between supervisor and employee taken place? *

Yes


No

20


Date this was completed *

5/6/2022 

10. When finished with the form, check the box marked "Send an email of my responses," and hit submit



Clark University FY2022 Annual Self-Assessment & Goal Setting Form

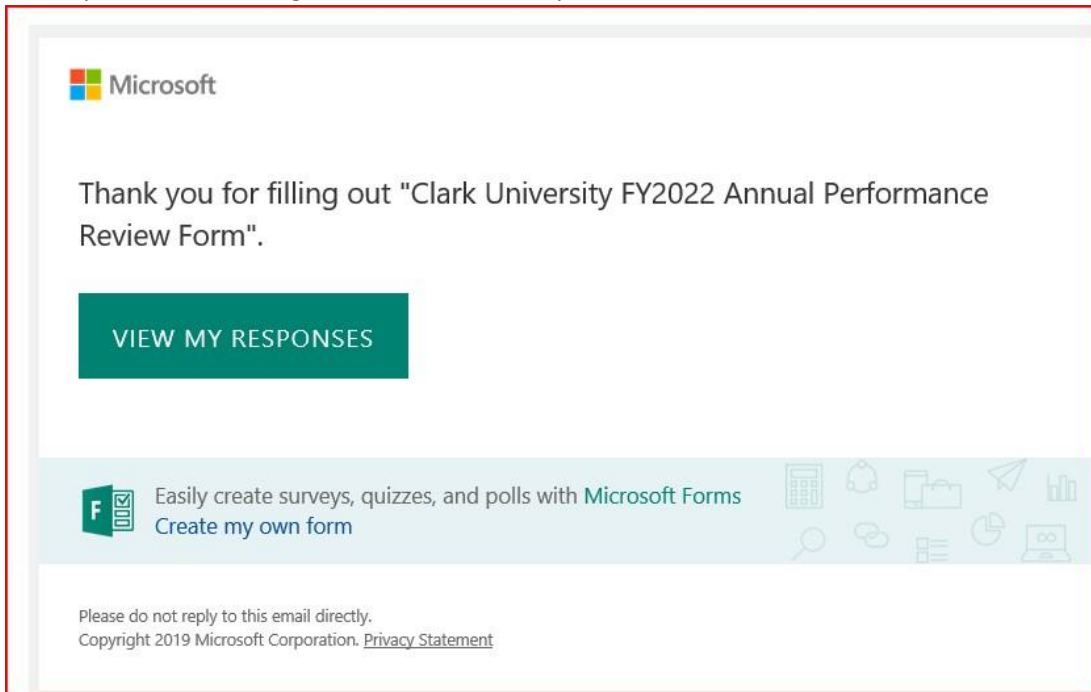
 **Thanks!**

Your response was submitted.

[Print or get PDF of answers](#)

[Submit another response](#)

11. The supervisor will also get an email of the responses.



After the form is complete:

1. Please print all direct report's evaluations.
2. Please download all direct report's evaluations and save to a department electronic file.
3. When all members of the team's performance reviews and self-assessments have been completed, please bring the entire folder of all employees' performance reviews to HR for filing.
4. Any questions, please reach out to hr@clarku.edu