

# Arts and Science Performance Communication Form

**[Due by Friday, June 18, 2021]**

Please save this form using [Last Name, First Name Performance Communication AY 20-21; date] format. Once completed with manager and employee comments, please send to FAS HR at fas.hr@nyu.edu

<b>Employee Name:</b>	<b>Unit:</b>
<b>Employee Title:</b>	<b>Performance Year:</b>
<b>Manager Name:</b>	<b>Date:</b>

## Section I: Performance Outcomes

### a) Job Responsibilities:

**Employee:** Comment on how you believe you performed your assigned job responsibilities. Describe what you felt were your strengths and your areas for improvement.

**Managers Comments:**

### b) Accomplishments, Special Projects and Goals [if you had any]:

**Employee:** Describe additional initiatives, special projects or goals [if you had any] assigned to you and the results that you achieved. Where possible, describe results in measurable terms (i.e. quantity, quality, cost, timeframe, etc.).

Initiative,  
Special  
Project, or  
goal [if you  
had any]:

Results  
Achieved:

**Managers Comments:**

### c) Classes, Conferences, and Trainings Attended (If applicable):

**Employee & Manager Can Both Respond Here:**

## Performance on Job Responsibilities, Goals/Projects, and Accomplishments (Managers Complete):

- Far Exceeds Expectations:** Outstanding performance.
- Surpasses Expectations:** Exceeds expectations.
- Meets Expectations:** Consistent performance.
- Partially Meets Expectations:** Meets some but not all expectations.
- Does Not Meet Expectations:** Major gaps in expectations.

## Section II: Valued Behaviors

<b>Adaptability and Learning:</b>	Adjusting behavior to work efficiently and effectively in light of new information, changing situations, and/or different environments; absorbing new information, seeking out and applying learning opportunities to improve effectiveness.
<b>Teamwork:</b>	Building and maintaining effective working relationships across departments, collaborating with others to achieve common goals, listening and communicating in a way that respects and supports others.
<b>Planning, Organizing and Execution:</b>	Defining tasks and milestones to achieve objectives, and ensuring the optimal use of resources to meet those objectives. Multitasking, managing multiple priorities, being proactive.
<b>Problem Solving &amp; Decision Making:</b>	Making decisions and solving problems involving varied levels of complexity, ambiguity, and risk. Looking ahead and anticipating problems.
<b>Professional Conduct:</b>	Uphold University/unit policies, procedures, and Code of Conduct. Be respectful, honest, and truthful. Demonstrate appropriate discretion when dealing with confidential/sensitive information. Admit mistakes, take responsibility for own actions, and do not misrepresent self for personal gain. Project a positive and professional image. Express thoughts clearly and concisely.
<b>Service Excellence:</b>	Providing an excellent level of customer service to both internal and external customers (students, faculty, other internal customers), identifying and responding to current and future needs.
<b>Leadership: (for Managers only)</b>	Provide coaching, feedback, development opportunities, setting a positive example, inspiring commitment, promoting and ensuring alignment with Arts and Science goals and values.
<b>Employee:</b> Comment on how you feel that you demonstrated these valued behaviors during the year. Include specific examples, areas of strength, and opportunities for improvement or development.	
<b>Managers Comments:</b>	

**Performance on Valued Behaviors (Managers Complete):**

- Far Exceeds Expectations:** Outstanding performance.
- Surpasses Expectations:** Exceeds expectations.
- Meets Expectations:** Consistent performance.
- Partially Meets Expectations:** Meets some but not all expectations.
- Does Not Meet Expectations:** Major gaps in expectations.

**Section III: Summary or Additional Comments**

Provide any additional comments about your performance (optional).	
<b>Employee Comments:</b>	
<b>Manager Comments:</b>	

**Overall Performance Level (Managers Complete):** This will be the final performance rating and should consider both performances of job responsibilities/goals/special projects as well as performance in accordance with our valued behaviors.

- Far Exceeds Expectations:** Outstanding performance on BOTH job responsibilities/goals and valued behaviors.
- Surpasses Expectations:** Exceeds expectations on job responsibilities/goals OR valued behaviors AND meets expectations in other.
- Meets Expectations:** Consistent performance on BOTH job responsibilities/goals and valued behaviors.
- Partially Meets Expectations:** Meets some but not all expectations for job responsibilities/goals and/or valued behaviors.
- Does Not Meet Expectations:** Major gaps in expectations for job responsibilities/goals and/or valued behaviors.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: Signing this form does not necessarily indicate agreement with the information presented, but does indicate that the manager and employee met to review the information.*

**[\*Please see next page to document next year's projects, goals and initiatives]**

**Section IV: Next Year's Initiatives, Special Projects and Goals:**

**Employee:** Recommend additional initiatives, special projects or goals [if you have any] for next academic year. Describe intended results in measurable terms (i.e. quantity, quality, cost, timeframe, etc.) where possible.

Initiative,  
Special  
Project, or  
goal [if you  
had any]:

**Managers Comments:**

**Due September 30**