

Cornell Cooperative Extension CCE Tompkins Staff Performance Review Form

Staff Name: _____

Position: _____

Supervisor: _____

Review Period: _____

Cornell Cooperative Extension's performance dialogue process is designed to improve job understanding, promote more effective job performance and staff development, and encourage the flow of communication between supervisors and staff members. Performance dialogue should be a continuing process throughout the year, with a formal review recommended annually, or when needed. **“Opportunities for Improvement”** ratings should include comments for development and applicable development goals.

To be Completed by the Supervisor	On Track	Opportunity for Improvement
Position Responsibilities and Essential Functions. Completes position responsibilities and performs the essential functions as outlined in the position description.	<input type="checkbox"/>	<input type="checkbox"/>
Documentation and Deliverables. Consistently and accurately completes all required documentation including program and participant documentation, time and attendance records, business and financial forms, and all other Association required documentation. Meets or exceeds established programmatic or assigned deliverables (e.g. targeted education goals, funding source requirements, etc.) and deadlines.	<input type="checkbox"/>	<input type="checkbox"/>
Attendance. Consistently demonstrates good attendance (e.g. work schedules, staff meetings, trainings, etc.), dependability, and dedication to accomplishing Association objectives. Scheduled absences and approved leaves of absence do not apply to this section.	<input type="checkbox"/>	<input type="checkbox"/>
Health and Safety. Support the Association to maintain a safe working environment. Be familiar and strive to follow any applicable federal, state, local regulations, Association health and safety policies, procedures, requirements or standards. Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.	<input type="checkbox"/>	<input type="checkbox"/>
Integrity. <i>Interact with integrity so people are respected and engaged.</i> Be honest and trustworthy, demonstrate high standards of personal conduct. Have a positive attitude. Involve others as appropriate when outcomes impact their work. Be diplomatic in your interactions with customers and stakeholders. Admit your mistakes and learn from them. Acknowledge the support and contributions of others.	<input type="checkbox"/>	<input type="checkbox"/>
Inclusion. <i>Contribute positively to an inclusive environment so people feel like they belong.</i> Communicate across difference to create a collaborative, collegial, and caring community. Be cooperative, open and welcoming to all. Show respect, compassion and empathy for others, even in difficult situations. Engage and support others regardless of background or perspective. Speak up when others are being excluded or treated inappropriately. Actively support work-life integration.	<input type="checkbox"/>	<input type="checkbox"/>
Vision. <i>Support the organization's shared vision and mission...I am trusted to move the Association and team goals forward.</i> Show commitment to the Association's goals in delivering results. Anticipate, embrace, promote and implement change. Balance short-term gains with long-term vision. Be open and receptive to new information, ideas and approaches. Be adaptable, modify your preferred way of doing things when it benefits the whole. Support ideas, solutions and changes to processes to ensure high quality outcomes.	<input type="checkbox"/>	<input type="checkbox"/>

To be Completed by the Supervisor	On Track	Opportunity for Improvement
<p>Communication. <i>Communicate clearly and consistently so people are informed and heard.</i> Seek to understand and then to be understood. Demonstrate active listening skills. Express thoughts clearly, both verbally and in writing. Share knowledge and information. Give, receive and act upon helpful and timely feedback.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Initiative. <i>Act and take initiative...I take ownership of my work and results.</i> Adopt a culture of sustainability and efficiency. Strive to develop and implement best practices. Take responsible risks to innovate seeking advancements in products, processes, services, technologies or ideas. Identify opportunities in challenges and show initiative. Reach out in a timely and responsive manner to resolve problems and conflicts. Anticipate and adapt to changing priorities and additional demands.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Judgment. <i>Display sound judgment in problem solving...People seek me out to find solutions to deliver results.</i> Exercise sound judgment to make decisions and meet deliverables. Assess environment, economic, compliance and social impacts in decision-making. Demonstrate innovative, creative and informed risk taking. Apply analytic thinking, data and metrics to synthesize complex information. Anticipate obstacles and generate alternatives. Negotiate to find and orchestrate win-win solutions.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Growth. <i>Proactively seek self-development and coaching opportunities...People see my commitment and passion to continuously develop.</i> Be self-aware. Work to continuously learn and improve. Take measures to ensure personal well-being and balance. Seek and act upon performance feedback. Apply learning to evolving assignments. Actively manage your career. Encourage others to develop themselves.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Job Skills. Demonstrates competence in tools, equipment, software and technologies to effectively complete assignments and job tasks. Maintains professional certifications, licensing and education in functional expertise and effectively applies knowledge. Understands, interprets and applies regulations, policies and contracts to deliver effective results. Uses good judgment, information and observations to evaluate and recommend actions to support decisions and deliverables.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Program Positions with Program Assessment, Development and Evaluation responsibilities ONLY		
<p>Program Development and Evaluation. Develops programs based on identified community needs. Involves clientele in program development when appropriate. Collects data to substantiate program needs, direction and improvements. Evaluates programs for impact; reports and utilizes information to improve programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Program Implementation. Utilizes a variety of teaching methods. Stays within budget restrictions and uses resources wisely. Understands and adapts to learners' needs. Engages in problem-solving; suggests ways to improve performance and be more efficient.</p>	<input type="checkbox"/>	<input type="checkbox"/>

To Be Completed by the Supervisor	
Supervisor Comments (e.g., what is going well, areas for development, etc.)	
Indicate (up to three) goals for the upcoming review period. Include timeframes and resources, where applicable. Include at least one professional development goal. Best practice: indicate which strategic plan objectives each goal supports.	
Goal:	
Goal:	
Goal:	

Staff Comments, if desired. Use additional space if needed.

Acknowledgement - Signature does not mean agreement with the information provided in this review, only that the information was received, read, and understood. Supervisors are available to meet with staff if they have questions about the performance review or to discuss any questions they may have.

Staff Member Signature

Date

Supervisor Signature

Date

Next Level Supervisor Signature (if applicable)

Date

Association HR Lead/Administrator Signature

Date