

Simplified Performance Communication Evaluation Form with Competencies Guide for Supervisors

This guide is designed to assist you in effectively using the new, competencies-focused performance evaluation form. The form is structured around nine key competencies that are essential for success within NYU School of Law. Each competency is accompanied by a description and examples to help guide your assessment.

1. **Understanding the Competencies:** Familiarize yourself with the description of each competency provided on the form. Understand what behaviors and skills are expected from employees in each area.
2. **Assessment Scale:** Use the provided scale (strongly disagree, disagree, agree, strongly agree, or Not Applicable) to indicate your evaluation of the employee's performance in each competency.
3. **Provide Examples or Comments:** Where possible, provide specific examples or comments to support your ratings, on the form and/or for your discussion with the employee. This will help provide clarity and context for your assessment. This is particularly helpful for areas needing improvement.
4. **Be Objective:** Base your evaluations on observable behaviors and outcomes impartially.

Example Assessments:

1. **Agility:**

- **Strongly Agree:** The employee consistently demonstrates resilience and adaptability in the face of changing environments. They embrace new challenges and proactively seek solutions.
- **Agree:** The employee generally adapts well to changing circumstances but may require occasional guidance or support.
- **Disagree:** The employee struggles to adjust to new situations and may exhibit resistance to change.
- **Strongly Disagree:** The employee does not adjust to new situations and objects to change.

2. **Communication:**

- **Strongly Agree:** The employee effectively exchanges information and ideas, fostering mutual understanding and engagement among team members. Their communication is clear, concise, and accurate.
- **Agree:** The employee communicates adequately but may occasionally lack clarity or fail to engage others effectively.
- **Disagree:** The employee's communication style often leads to misunderstandings or confusion among team members.
- **Strongly Disagree:** The employee's communication style consistently leads to misunderstandings or confusion and requires multiple levels of clarification.

Tips for Completing the Form:

1. **Review Previous Feedback:** Take the time to review any previous performance evaluations or feedback sessions with the employee. This can provide valuable context and continuity in the assessment process.



2. **Gather Relevant Data:** Collect any relevant data or performance metrics that can support your evaluation of the employee's performance in each competency.
3. **Seek Input:** Consider gathering feedback from colleagues or peers who have worked closely with the employee to gain additional perspectives on their performance.
4. **Be Specific:** Provide concrete examples to support your ratings whenever possible, on the form and/or in your discussion with the employee. This adds credibility to your assessment and helps employees understand areas for improvement.
5. **Consider the Entire Evaluation Period:** Reflect on the employee's performance throughout the entire evaluation period rather than focusing solely on recent events or projects.
6. **Be Balanced:** Strive for a balanced assessment that acknowledges both strengths and areas for development.
7. **Set Goals:** Use the performance review as an opportunity to collaboratively set goals for the upcoming year based on the employee's strengths and areas for improvement. You may find the [Performance Communication Goal Setting Form](#) useful for this purpose.

By following these guidelines and utilizing the provided evaluation form, you can conduct a thorough and fair assessment of your team members' performance, ultimately contributing to their growth and success. Thank you for your commitment to this process.