**NYU School of Law Performance Communication and Goals Form**

***To be completed for all administrators with 9 months or more in current role.***

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| **Employee Name:** | **School of Law Department:** |
| **Employee Title:** | **Department Head Name:**  |
| **Supervisor Name:** | **Date Submitted to Law HR:** |

**Assessment of how well goals and competencies were met from last May to present. Complete for all applicable items, or indicate N/A in examples/comments section. Note additional blank rows are at the bottom for goals.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goal or Competency:** | **Very Well** |  **Well** | **Improve-ment Needed** | **Examples/Comments for “Improvement Needed”, otherwise optional *(fields expand as you type)*** |
| ***Accountability, Reliability, and Dependability*** *– how well the employee takes ownership of their work and manages time, commitments, workload, and deadlines* |  |  |  |  |
| ***Quality of Work*** *– how thorough, accurate, on point/aligned with feedback and goals, and polished the employee’s work product is* |  |  |  |  |
| ***Communication Skills*** *– how effectively the employee conveys and receives information to/from multiple audiences*  |  |  |  |  |
| ***Initiative and Flexibility*** *– how well the employee adjusts to shifting priorities and steps up when additional needs arise* |  |  |  |  |
| ***Judgment, Decision-Making and Critical Thinking*** *– how rational and well-reasoned the employee’s decisions are with focus on solutions/problem-solving and ability to see big picture/impacts* |  |  |  |  |
| ***Inclusivity and Collaboration*** *– how inclusive, respectful, collaborative, and supportive the employee is* |  |  |  |  |
| ***Growth Mindset*** *– how well the employee seeks learning opportunities/growth* |  |  |  |  |
| ***Leadership and Integrity*** *– how well the employee leads teams and/or projects effectively and with integrity* |  |  |  |  |
| ***Goal/Competency:***  |  |  |  |  |
| ***Goal/Competency:*** |  |  |  |  |

**Goals for the coming year.** If helpful, use [“SMART”](https://docs.google.com/document/d/1MW5nZ36M5NoLMrpyf7PvvOwFUc46XLiZHRrLbJXL6Bk/edit?usp=sharing): Specific - Measurable - Achievable - Relevant - Time-Bound

|  |  |
| --- | --- |
| Goal #1: |  |
| Goal #2: |  |
| *(add more rows as desired)* |  |

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| Employee Notes, including challenges faced and opportunities identified to continue growth and success: |  |

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| Supervisor Feedback/Notes:*Supervisors may also use this field to track progress for the coming year- a running log, jotting down dates and progress/ feedback shared.* |  |

Supervisor Signature: Date:

Employee Signature: Date:

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

**\*\*\*Please email the completed and signed form to** **LawHR@nyu.edu** **with Department Head in cc by May 1\*\*\***