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| **Employee Name:**  Marty McFly | **Date of Review:**  6/18/2024 |
| **Employee ID:**  11051955 | **Period Covered:**  June 1, 2023 – May 31, 2024 |
| **Job Title:**  Administrative Assistant I | **Employment Status:** Regular Contingent II  Exempt:  Non-Exempt |
| **Department:**  Physics | **Supervisor/Reviewer Name:**  Doc Brown |

**Step One:** **Review:** To complete this form, gather supporting documentation for this staff member. This may include: the employee’s position description form, new hire probationary reports, past performance evaluations, self-assessments, or other performance documentation.

**Step Two: Performance Description:** Complete the following sections using the supporting documentation above.

| **Section I: Narrative of job performance:** Using examples and key performance metrics, evaluate the overall performance of the employee during the review period. The narrative should be a thorough assessment, including any specific areas of performance to note. |
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| Over the course of the year, you demonstrated a drive and energy for learning and taking on new assignments. Your initiative resulted in the creation of a new Sharepoint site that increased efficiency in finding information virtually for reports and other requests for information. This made working in different locations much easier for our entire team. You continue to provide positive customer service, both when working remotely and when in person at the front desk. Visitors and callers have remarked that you were able to understand and meet their needs, whether in person, on the phone, or over email. The faculty and staff within the department value your ongoing support and trust you to respond quickly with the needs. This trust is a reflection of the growth in your job knowledge. Over the review period, you demonstrated an increased understanding of department procedures and became a go-to resource. The COVID-19 pandemic and remote work situation provided some new challenges for everyone. While working remotely, I asked that you communicate within the department on a variety of topics, varying in scope, urgency, and importance. Your communication style is clear with proper use of grammar. I was particularly impressed with your ability to manage a high quantity of work, especially while adjusting to working from home and dealing with competing work/life demands, with maintaining high quality of output. |

| Section II: Areas of development: Provide specific examples to support. |
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| As we discussed over the course of the year, you had some issues with punctuality. Although I recognize that this has been personally challenging during COVID, it is important that you communicate when you are running late so that we can plan accordingly. I appreciate that you adjusted your schedule to ensure you are available during core business hours to help customers. Moving forward, I ask that you continue to stay in communication when you are unable to make it on time to meetings or respond quickly to customer requests, and to avoid being late to opening the office in person unless it is an emergency. |

| Section III: Areas of strength: Provide specific examples to support. |
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| In addition to the items mentioned above, you have demonstrated cooperation and teamwork during the review period. Your positive attitude comes through in all of your interactions, including on the phone, in meetings, or at the front desk. You have supported this office through change with a sense of adaptability and flexibility. You are always one of the first to volunteer to help support a colleague. |

| Section IV: Supervisory performance (for employees that supervise staff employees only): Provide specific examples to support. |
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| N/A |
| **Step Three: Upcoming Goals:** Identify a minimum of three developmental goals for the upcoming review period. This may include specific goals related to performance as well as professional development opportunities. |
| **Goal 1**  Apply for the Building Bridges program at TU to gain more insight to the Administrative Assistant function. |
| **Goal 2**  Examine the process for requesting and ordering supplies to see where there may be opportunities for efficiency. Provide a recommendation to me by October 31, 2024 with a possible implementation for the spring semester. |
| **Goal 3**  Develop a list of frequently asked questions and answers that can exist at the front desk. This may be used for support if we need coverage while you are out of the office, or as a guide for new Administrative Assistants within the college. Submit a draft to my attention by August 31, 2024 for possible implementation for the Fall semester. |

**Step Four: Overall Performance Rating: Please indicate by marking an X in the appropriate box**

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| Meets Expectations | Does Not Meet Expectations |
| Consistently demonstrates proficiency in the execution of the majority of critical job responsibilities and objectives throughout the rating period. | Overall performance needs improvement: job responsibilities and objectives have not been consistently met throughout the rating period. **STOP! Contact your HR Partner before proceeding.** |

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| **Step Five: Employee Feedback/Comments:** The employee feedback/comments section is optional. Employees can choose to write on a separate document or add to the box below. The **employee’s signature indicates that the performance review was held**; it does **not** indicate agreement or disagreement with the performance review. |
| Click here to enter text. |

**Reminders:**

* It is the supervisor’s responsibility to ensure the employee being reviewed, as well as the next level supervisor sign this form.
* All performance reviews should be submitted through [DocuSign](https://powerforms.docusign.net/da62150a-f8d0-4c33-b053-1c435487cdbd?env=na3-eu1&acct=6c86146e-eb74-4715-93d9-b5f39e4db265) by **June 28, 2024**. OHR will **not** accept scanned or printed copies of this document.
  + If you are marking an employee as “Does Not Meet Expectations,” you must contact your HR partner by **ASAP.**
  + Be sure to enter email addresses in DocuSign correctly for all parties for the review to move between stakeholders properly.
* Please contact an [HR Partner](https://www.towson.edu/hr/current/partners.html) if you need assistance.