Yale
Clerical and Technical Performance Feedback

Complete the demographic information at the top of the form.

Employee Name	Department, Job Title & Grade	Evaluation Period	Time in Position
Supervisor Name & Title		Dual Report Supervisor Name & Title	

Instructions: The employee and supervisor should set work goals/objectives for the year and enter into section A. This section should be reviewed during interim discussions and annual review at the end of the year.

SECTION A: CURRENT WORK GOALS/OBJECTIVES

The employee and supervisor should set work goals for the year and enter them here in Section A. This section should be reviewed during the interim discussions and the annual review at the end of the year.

Enter the next interim check-in date here.

NEXT CHECK-IN DATE: _____

SECTION B: If your job requires a specific skill set or business knowledge due to governmental/institutional certification, please attach any additional documentation.

Too Soon to Rate or N/A	Performance Dimensions	Evaluator	Does Not Meet Job Expectations: Unsatisfactory performance	Partially Meets Job Expectations: Performance is inconsistent and needs improvement	Meets Job Expectations: Successful performance	Exceeds Job Expectations: Performance is consistently outstanding
☐	**Communication:** Listens effectively and demonstrates the ability to express ideas orally and in writing as required	Employee	☐	☐	☐	☐
		Supervisor	☐	☐	☐	☐
☐	**Customer Service:** Courteous, helpful; understands and responds to the needs of customers and colleagues	Employee	☐	☐	☐	☐
		Supervisor				☐
☐	**Dependability:** Reliable; understands assignments and meets deadlines	Employee				☐
		Supervisory	☐	☐	☐	☐
☐	**Initiative:** Self-starter, resourceful; develops ideas and methods to enhance the work unit. Identifies and participates in training opportunities.	Employee	☐	☐	☐	☐
		Supervisor	☐	☐	☐	☐
☐	**Job Knowledge:** Demonstrates understanding of responsibilities and expectations required to do the job	Employee	☐	☐	☐	☐
		Supervisor	☐	☐	☐	☐
☐	**Teamwork:** Works cooperatively with others and offers assistance and support when needed; adaptable and open to change	Employee	☐	☐	☐	☐
		Supervisor	☐	☐	☐	☐
☐	**Technical Skills:** Demonstrates proficient use of work related equipment, tools and/or technology	Employee	☐	☐	☐	☐
		Supervisor	☐	☐	☐	☐
☐	**Work Quality:** Demonstrates accuracy, thoroughness and attention to detail in a timely manner	Employee	☐	☐	☐	☐
		Supervisor	☐	☐	☐	☐

Supervisor and employee individually evaluate performance dimensions according to the ratings.

SECTION C: EMPLOYEE INTERESTS/GOALS

> **Employee and supervisor will discuss employee's career and development interests and goals and document in this section.**

SECTION D: SUPERVISOR - OVERALL PERFORMANCE AND COMMENTS

> **The supervisor will document their assessment of the employee's overall performance, along with any other pertinent comments.**

EMPLOYEE COMMENTS

> **The employee may document their assessment of their overall performance and provide any other pertinent comments.**

SECTION E: SIGNATURES

Supervisor(s) Signature: The contents of this form have been discussed with the staff member.

1. Supervisor: _____   Date: _____

> **Supervisor(s) and employee sign and date the document indicating the performance discussion has occurred.**

2. Supervisor's supervisor: _____   Date: _____

Employee's Signature: My signature indicates I have completed these discussions with my supervisor, but does not necessarily imply my agreement.

3. Employee: _____   Date: _____

SECTION F: Check here to indicate whether you would like your Feedback Form shared with hiring managers as part of the reference checking process.

_____ YES   _____ NO   INITIALS: _____

> **Employee checks Yes or No to indicate whether they want their form shared with hiring managers and initials the form.**