

### Annual Performance Summary

<b>Employee's Name:</b> _____ <b>Employee's ID #:</b> _____ <b>Department:</b> _____ <b>Job Title:</b> _____ <b>Band/Level:</b> _____	<b>Supervisor's Name:</b> _____ <b>Supervisor's ID #:</b> _____ <b>Feedback Period:</b> _____ <b>Feedback Date:</b> _____
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Middlebury Institute Mission Statement	Department Mission Statement
The Middlebury Institute of International Studies educates professionals to advance understanding, promote peace, and drive change in pursuit of a more just world.	

#### Overview and Expectations

The responsibility for a successful performance summary process is shared between the supervisor and staff member. The supervisor should establish clear job expectations with their staff members. These should be reinforced through frequent performance discussions focused on what is going well and what can be improved.

Supervisors are required to schedule an annual performance summary meeting with each of their staff members. The supervisor and staff member are expected to share their perspectives about the staff member's job performance and agree on goals and needs for ongoing support. The staff member is expected to complete the self assessment and is encouraged to provide information that supports their view on whether they consistently met or significantly exceeded job expectations. The supervisor is responsible for assessing the staff member's performance over the past 12 months, evaluating if the staff member met job expectations.

It is the supervisor's responsibility to ensure that signatures are included and that completed forms are sent to Human Resources by March 31<sup>st</sup>. Please contact Human Resources with any questions regarding this process.

\_\_\_\_\_  
**Staff Member Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Next Level of Management Signature**

\_\_\_\_\_  
**Date**

## Annual Performance Summary

**Staff Member to Complete:** [Staff member name here]

*Please briefly answer the following questions focusing on your **work accomplishments and interpersonal effectiveness (job performance)** over the past 12 months. To help ensure a consistent standard of assessment across the Institute, please do not alter the content of this form. Please feel free to include attachments behind this form such as a customized assessment from your area that contributes to the overall assessment.*

1. **With regard to your work accomplishments and interpersonal effectiveness, what has gone well this year?** *[If you are a manager or supervisor, include working with direct reports and key stakeholders on communication, working relationships, workload prioritization, and performance management.]*
  
2. **With regard to your work accomplishments and interpersonal effectiveness, what could you have done to be more effective?** *[If you are a manager or supervisor, include working with direct reports and key stakeholders on communication, working relationships, workload prioritization, and performance management.]*
  
3. **What are your goals for the coming year? Align goals with departmental and institutional mission and needs.** *[If you are a manager or supervisor, include at least one goal toward improving working with direct reports and/or key stakeholders on communication, working relationships, workload prioritization, or performance management.]*
  
4. **What help can your supervisor provide to support you in achieving your goals in the coming year?**

**Supervisor to Complete:** [Staff member name here]

*Please briefly answer the following questions focusing on the staff member's **work accomplishments and interpersonal effectiveness (job performance)** over the past 12 months. To help ensure a consistent standard of assessment across the Institute, please do not alter the content of this form. Please feel free to include attachments behind this form such as a customized assessment from your area that contributes to the overall assessment.*

1. **With regard to this staff member's work accomplishments and interpersonal effectiveness, what has gone well this year?** *[If this evaluation is for a manager or supervisor, include working with direct reports and key stakeholders on communication, working relationships, workload prioritization, and performance management.]*
  
2. **With regard to this staff member's work accomplishments and interpersonal effectiveness, what could s/he have done to be more effective?** *[If this evaluation is for a manager or supervisor, include working with direct reports and key stakeholders on communication, working relationships, workload prioritization, and performance management.]*
  
3. **What are the individual goals for this staff member for the coming year? Align goals with departmental and institutional mission and needs.** *[If this evaluation is for a manager or supervisor, include at least one goal toward improving working with direct reports and/or key stakeholders on communication, working relationships, workload prioritization, or performance management].*
  
4. **How will I, as supervisor, support this staff member in achieving his/her goals in the coming year?**

**Summary:** (please check one) [Staff member name here]

- ☐ **Exceeded job performance expectations** (Executive Director approval required prior to APS meeting, see below)  
*Achieved job performance expectations **and** significant accomplishment(s) with respect to work or interpersonal results*
- ☐ **Achieved job performance expectations**  
*Effective performance with regard to work results and interpersonal effectiveness*
- ☐ **Approached job performance expectations**  
*Effective performance in some but not all areas with regard to work results and/or interpersonal effectiveness*
- ☐ **Significant improvement in job performance required**  
*Performance was not effective with regard to work results and/or interpersonal effectiveness*

**Approval:** (required for “Exceeded job performance expectations”)

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date