



Evaluation Period: 2022 - 2023	
Employee Name	Title
Department	Supervisor

Aligning My Work to the University’s Mission, Values and Performance Objectives

University of New Haven’s Mission

The University of New Haven is a student-centered comprehensive university with an emphasis on excellence in liberal arts and professional education. Our mission is to prepare our students to lead purposeful and fulfilling lives in a global society by providing the highest quality education through experiential, collaborative and discovery-based learning.

Values

Integrity, Respect, Responsiveness, Teamwork, Cooperation, Inclusiveness, Service, Hard Work and a Desire for Excellence.

Supervisor Rating Values

Starting with FY23, the supervisor rating definitions have changed from a six-point to a four-point scale. Please note the new definitions.

Performance Objectives

1. Results and Initiative

Rating and Feedback	
My Accomplishments	
Supervisor Rating	Choose an item.
Supervisor Feedback	

More Information

Success Can Be Measured by:

- Achievement of last year’s goals.
- Activities, projects or programs that you initiated, managed, or collaborated on that drove and improved operational and/or financial effectiveness and efficiency.
- Initiatives that advanced or enhanced the educational, residential and/or co-curricular experience of students.
- Initiatives that strengthened and increased the financial participation and involvement of alumni.
- Successful promotion and enhancement of the reputation and public perception of the University.



- Increased or saved revenue.
- Increased student enrollment/retention.
- Technological improvements or training initiatives that supported and aided students, faculty, administrators or other key stakeholders.

2. Customer Focus and Satisfaction

Rating and Feedback	
My Accomplishments	
Supervisor Rating	Choose an item.
Supervisor Feedback	

More Information

Customers can include students, faculty, parents, administrators, alumni, donors, or others as identified by your department.

Success Can Be Measured by:

- Initiatives & programs that promoted a campus culture that is helpful, friendly and made a positive difference in the way customers viewed and experienced the University.
- Increased student retention.
- Positive satisfaction survey results either internal or external.
- Commitments to internal and external customers completed on or before the required due date.

3. Diversity and Inclusion

Rating and Feedback	
My Accomplishments	
Supervisor Rating	Choose an item.
Supervisor Feedback	

More Information

Success Can Be Measured by:

- Incorporation of diversity and inclusion practices when filling open positions, establishing committees, planning events and meetings.
- Attendance and participation in campus programs and events that that enhanced your understanding of diversity and inclusion.
- Speaking up and educating others in a positive manner when witnessing offensive jokes, derogatory comments or stereotyping.



4. Problem Solving/Decision Making

Rating and Feedback	
My Accomplishments	
Supervisor Rating	Choose an item.
Supervisor Feedback	

More Information

Success Can Be Measured by:

- Consistent examination of the root causes of issues and applying logic and sound analysis to identify solutions.
- Leading/collaborating on a project (s) with multiple stakeholders and extensive decision-making responsibilities.
- Effectively establishing priorities and seeking supervisory guidance when appropriate.
- A demonstrated ability to successfully balance changing and competing priorities when making decisions.
- Regularly proposing new and novel ways to approach work related issues and challenges.
- Additional actions/results as identified and measured by your supervisor and department.

5. Interpersonal Skills & Teamwork

Rating and Feedback	
My Accomplishments	
Supervisor Rating	Choose an item.
Supervisor Feedback	

More Information

Success Can Be Measured by:

- Routinely sharing information and resources with others and keeping key stakeholders apprised of critical issues, events and decisions.
- Learning from feedback and applying that feedback in a consistent manner to work performance and conduct.
- Consistently exercising tact, courtesy and respect when interacting and communicating with others.
- Successfully collaborating with teammates and/or colleagues in other departments to advance business goals and objectives.
- Using both formal and informal communication methods to help motivate, engage, and educate others.
- Additional actions/results as identified and measured by your supervisor and department.



6. People Management & Development (If applicable)

Rating and Feedback	
My Accomplishments	
Supervisor Rating	Choose an item.
Supervisor Feedback	

More Information

Success Can Be Measured by:

- Challenging, motivating and encouraging your employees to deliver stellar work performance and results.
- Developed and supported the skills and talents of your direct reports.
- Educated and helped your direct reports understand how their work contributes to the overall success of the university.
- Finding new and creative ways to recognize the achievements and accomplishments of employees.
- Effectively managing conflict or poor performance.
- Additional actions/results as identified and measured by your supervisor and department.

7. Leadership (If Applicable)

Rating and Feedback	
My Accomplishments	
Supervisor Rating	Choose an item.
Supervisor Feedback	

More Information

Success Can Be Measured by:

- Helping employees understand strategic priorities of the University and how to execute them in a timely, efficient and cost-effective manner.
- Championing new ideas, programs and directives that may not be popular and getting them implemented.
- Seeking opportunities for collaboration and working across organizational divisions to accomplish goals.
- Confronting unethical, unprofessional or unproductive performance and behavior in a timely and decisive manner.
- Establishing both short-range and long-range plans to accomplish strategic goals.
- Additional actions/results as identified and measured by your supervisor and department.



Overall Rating and Signatures

Note: If you disagree with your rating or any of the information contained in your review, you may submit a written statement explaining your objections to Human Resources. A copy of your rebuttal will be placed in your personnel file and will be included whenever the file is transmitted or disclosed to a third party.

Overall Rating and Signatures	
Supervisor's Overall Rating:	Choose an item.
Evaluator Signature:	Date: .
Next Level Supervisor Signature:	Date: .
Officer Signature (if required):	Date: .
Employee Signature:	Date: .

Next Year's Goals and Objectives

Please complete the Goal Setting Form located on the [Talent Management](#) page in myCharger.

Definitions

Needs Improvement

While some areas may be met, performance is inconsistent and does not meet an acceptable level of expectation. Immediate improvement sustaining an acceptable standard of performance is required. The employee's supervisor should work with Human Resources on follow up actions.

Effective

Performance is consistent and solid, reliable, and meaningful contributions are made to the department and/or university. Consistent in meeting the requirements of the position in terms of quality and quantity.

Highly Effective

Performance frequently exceeds expectations and job requirements, and the performance level is sustained. The quality of work is consistently at a high level.

Exceptional

Performance consistently exceeds expectations and exceptional results are delivered against performance goals. Work is widely recognized as positively and significantly impacting the department and/or University operations, demonstrating innovation and initiative in all aspects of the position. Seen as a university role model.