



Kenyon College Triennial Employee Performance Review

For Review Period: _____ to _____

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Employee:		Review Date:	
Title:		Supervisor:	
Division/Department:		VP/Senior Staff:	

Instructions:

Employee and Supervisor should review the position description in preparation for this discussion.

More information, instructions, and resources on the performance review process at Kenyon: [Employee Performance Program](#)

Definitions for Performance Review

SOLID PERFORMANCE (SP)

Consistently meets, and at times may exceed, expectations and requirements for defined competency or essential functions. Demonstrates full knowledge of and competence in this requirement of the position.

AREAS FOR DEVELOPMENT (AD)

May demonstrate satisfactory performance in some areas of core competencies or essential functions, but needs to further acquire or develop necessary competencies or skills in order to consistently meet expectations.

Section 1: Core Competencies *(Expected of employees at Kenyon College)*

You may check one or both boxes

Core Competency	Comments	Assessment
Reliability/Accountability <ul style="list-style-type: none"> Follows through on assignments Takes ownership of work Is reliable and responsible Adheres to Kenyon College policies and procedures 		<input type="checkbox"/> SP <input type="checkbox"/> AD
Teamwork/Cooperation <ul style="list-style-type: none"> Serves as a positive colleague or team member Is flexible, adapts to changing priorities, and recognizes the needs of the organization Establishes productive working relationships 		<input type="checkbox"/> SP <input type="checkbox"/> AD

Section 1: Core Competencies (continued)

You may check one or both boxes

Core Competency	Comments	Assessment
<p>Communication</p> <ul style="list-style-type: none"> • Speaks and/or writes effectively, listens, and clarifies information when necessary • Employs the appropriate tone and gives appropriate content for designated audience 		<input type="checkbox"/> SP <input type="checkbox"/> AD
<p>Service/Civility/Inclusion</p> <ul style="list-style-type: none"> • Treats all with respect, courtesy, and dignity • Strives to achieve service standards • Embraces Kenyon's commitment to maintain a diverse and inclusive workplace 		<input type="checkbox"/> SP <input type="checkbox"/> AD

Section 2: Position-Specific Essential Functions

Assess the top 3-5 essential functions for the position. Essential Functions are typically drawn from the position description. If the position includes supervisory responsibilities, please also complete Section 2(a), "Supervisory Responsibilities." Additional narrative may be provided to assess other functions as listed in the position description.

Position-Specific Essential Functions	Comments	Assessment
		<input type="checkbox"/> SP <input type="checkbox"/> AD
		<input type="checkbox"/> SP <input type="checkbox"/> AD
		<input type="checkbox"/> SP <input type="checkbox"/> AD

Section 2(a): Supervisory Responsibilities *(Complete for employees who supervise others)*

You may check one or both boxes

Supervisory Competency	Comments	Assessment
<p>Supervising Performance of Others</p> <ul style="list-style-type: none"> • Holds staff members accountable • Provides timely, constructive, and balanced feedback • Completes check-in conversations and triennial reviews honestly and fairly • Helps staff members to prioritize and revise goals • Identifies training and development opportunities 		<p><input type="checkbox"/> SP</p> <p><input type="checkbox"/> AD</p>
<p>Leadership</p> <ul style="list-style-type: none"> • Provides positive leadership, support, and direction • Plans, controls, and delegates effectively • Motivates others to perform at the highest level • Sets a positive example for the team 		<p><input type="checkbox"/> SP</p> <p><input type="checkbox"/> AD</p>

Section 3: Specific Objectives/Accomplishments/Goals/Professional Development/Overall Comments

Note the employee's progress on any goals/objectives identified in check-in conversations, and/or note other accomplishments achieved. Explain whether any goals/objectives were modified due to departmental operations or changed priorities. Offer suggestions for professional development. Provide narrative on overall performance review.

Section 4: Employee Comments

Employee may include comments in the space below, and/or may attach comments in a separate document. This section may also be used for Employee to provide professional development plans and list future goals.

Section 5: Signatures

Supervisor _____

Date _____

Employee _____

Date _____

Employee signature indicates only that the Triennial Review has been shared with the employee and not necessarily their agreement with the supervisor's review.

Dept. Head _____

Date _____

VP/Senior Staff _____

Date _____