



EMPLOYEE INFORMATION

EMPLOYEE NAME	POSITION TITLE	DATE IN POSITION	
DEPARTMENT	SUPERVISOR	ACADEMIC YEAR	REVIEW DATE
		2025 - 2026	

ANNUAL PERFORMANCE REVIEW PROCESS

TIMELINE

- [Friday, May 22, 2026]. A completed **self – evaluation** is due and must be submitted to your supervisor.
- [Friday, June 5, 2026] Supervisors review the employee's self-evaluation and completes the supervisor section of the performance evaluation form.
- [Monday, June 8 -Friday, June,19, 2026]. Conduct a one-on-one meeting regarding performance.
 - The supervisor should send completed form to the employee to review before the one-on-one meeting.
 - After the meeting, the final performance evaluation form is signed by both the supervisor and the staff member.
 - The employee must receive a copy of the completed and signed performance evaluation form.
 - *The employee's signature on the form simply acknowledges that a performance evaluation meeting has occurred, and feedback was discussed.*
- [Friday, June 19, 2026]. Supervisors send copies of the completed performance reviews to A&S HR at artsandscienceshr@columbia.edu

SELF-EVALUATION BEST PRACTICES

Your self-evaluation should summarize key accomplishments, challenges, and development opportunities from the past academic year. Preparing a detailed and well-thought-out self-evaluation will increase the likelihood that you will have a meaningful and productive performance discussion with your supervisor. What to keep in mind when writing your performance review:

- What do you want to highlight from the past academic year? What are you proud of achieving? Focus on the entire academic year and not just most recent events.
- Be specific when highlighting your accomplishments, needs, and challenges.
- What lessons did you learn during this academic year about work practices/habits– what will you continue into the new year, what will you look to develop?
- Think about what you need to be successful. More Coaching, job aids, training, development opportunities, etc.
- Identify any professional development needs. Would you like training, mentoring or other learning opportunities?

When preparing your accomplishments, ensure you are considering both your day-to-day job focus as well as project-oriented tasks. Think about:

- Accomplishments in your day-to-day functional responsibilities. You can start by consulting your job description but work to identify the five to seven key things that comprise your role and how you've excelled in those responsibilities. For a financial assistant, "Completed all Concur transactions" is a role responsibility but "Processed all Concur transactions with minimal recycle time" is an accomplishment.
- Accomplishments on special projects or assignments. Think about projects that relate to your role but focus on initiatives larger than your completion of day-to-day tasks. What was your process, what did you achieve, and how did you show initiative?
- Accomplishments on ad hoc projects and requests. Describe situations where you had to take action that goes beyond your job requirements to achieve results or contribute to overall team goals.

When goal setting, ensure that you are focusing on goals that are:

- Specific (What: "Be quicker at responding to routine email inquiries regarding department affairs by dedicating 30 minutes every morning to this task")
- Measurable (How you know: "My turnaround time for responding to these emails will go from 48hrs to 24hrs")
- Achievable (Realistic: "This is within the scope of my capabilities as an Administrative Assistant")
- Relevant (Impactful: "This will improve external relations by being timelier to inquires")
- Time-bound (By when: "Within 6 weeks I will have reduced my turnaround time")



SELF-EVALUATION

Provide an overview of your work performance and accomplishments from the past academic year. Your accomplishments should be descriptive, measurable, and showcase how you contributed to the overall objectives of your department. Identify any competencies or skills that enabled you to succeed in your role.

What were some challenges you faced this year and how did you overcome them? Identify any areas of improvement or professional development.



SUPERVISOR EVALUATION

Please describe the employee's contributions over the past academic year. Where did the employee excel and grow? Identify any accomplishments as it relates to:

- **Action Oriented:** Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
- **Collaborative:** Building partnerships and working collaboratively with others to meet shared objectives
- **Effective Communication:** Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
- **Resourcefulness:** Securing and deploying resources effectively and efficiently
- **Instills Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity
- **Manages Complexity:** Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems
- **Decision Quality:** Making good and timely decisions that keep the department moving forward



What are some areas of improvement? Identify any ongoing professional development opportunities.



GOAL SETTING

How would you like to grow your contributions in the department over the next academic year? Specifically, what skills or behaviors would you like to develop or enhance to increase your productivity? Turn these insights into 2-3 goals you would like to achieve within the next academic year that builds on your strengths. Include how you will measure progress and success over time. For example: "I want to utilize and grow my attention to detail skills to decrease the number of times the TBHs I submit get recycled from 2 to 0. I will do so by carving out 10-15 minutes at the start of my day to thoroughly review my TBHs before I submit them. I will lean on past recycle feedback for guidance."



SIGNATURES

I have read and discussed the contents of this performance evaluation with my supervisor.

Employee Signature

Date

Supervisor Signature

Date