

ECOHEALTH ALLIANCE

Employee Performance Review

General Instructions

Overview

The purpose of the annual performance review process is to foster a conversation between an employee and their supervisor that is both informative and constructive for both parties. It is an opportunity to assess past performance as well as to structure a collaborative approach to future developments that is beneficial to both the employee and EcoHealth Alliance.

General Instructions:

1. The supervisor initiates the process by then sending the review form to the employee for comment.

2. The employee completes all relevant sections and returns it to the supervisor. The supervisor may not change or modify any of the comments made by the employee. The employee may attach any additional comments or documentation to the review.

3. The supervisor then schedules a private meeting with the employee to discuss each element of the performance review. Where appropriate, the supervisor may modify their own comments based on the discussion with the employee. Likewise, the employee should be given an opportunity to add or adjust their comments based on the discussion with the supervisor.

4. When the performance review is completed, both the supervisor and the employee must sign and date the original completed performance review. Electronic or facsimile signatures cannot be accepted as evidence that both parties have reviewed and accepted the final document.

4. During the course of the review process the supervisor may not discuss any salary adjustment with the employee until a salary recommendation has been reviewed and approved by the President of EcoHealth Alliance.

5. The President of EcoHealth Alliance shall notify the Chief Financial Officer by e-mail of all salary adjustments. That e-mail will be attached to the signed original performance review and filed in the employee’s folder. Salary adjustments shall not be processed for payment until all documentation has been completed and filed with the Chief Financial Officer.

ECOHEALTH ALLIANCE

2015 ANNUAL EMPLOYEE EVALUATION

460 WEST 34TH STREET

17TH FLOOR

NEW YORK, NY. 10001

The Annual Employee Evaluation is a tool for communication and discussion between the Employee and the Supervisor. It is separated into sections to target different aspects of the evaluation process as well as highlight areas of strengths and those in need of improvement. All Employee Evaluation forms are to be submitted to Harvey Kasdan, CFO when completed.

Employee Name: Employee Job Title:

Evaluation Period: to

Review Date: Supervisor’s Name

**Section I: Job Performance**

**This section is to be completed first by supervisor and then reviewed with the employee during the evaluation meeting.**

In addition to items listed below, this section should capture employee’s punctuality, adaptability, process improvement, and initiative. Supervisor should select from the dropdown menu in the right-most column and then add comments, examples, and details in the text-fields at the bottom of this section as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Functional Area | | Description | Supervisor Rating |
| a) Knowledge | | Understand job functions, requirements, tools, and processes including budgets and expenses. | N/A, Needs Improvement, Good, Excellent |
| b) Quality &  Execution | | The ability to ‘get things done. Follow-through on tasks/projects to completion in a timely manner. | N/A, Needs Improvement, Good, Excellent |
| c) Initiative | | Ability to identify work to be performed and work without being directed by others. | N/A, Needs Improvement, Good, Excellent |
| d) Organization & Adaptability | | Organization and approach to tasks. Meeting deadlines consistently: including grants, credit card reports, and time sheets. Ability to adapt to changes. | N/A, Needs Improvement, Good, Excellent |
| e) Communication | | Interact clearly and effectively to diverse audiences | N/A, Needs Improvement, Good, Excellent |
| f) Problem Solving | | Ability to act in a professional manner to overcome obstacles and propose solutions - rather than excuses; negotiate for new opportunities as well as plan and run effective meetings with equitable outcomes | N/A, Needs Improvement, Good, Excellent |
| g) Interactions | | Represent EcoHealth Alliance in a professional manner at all times; collaborate well with coworkers and donors, officials, and other individuals of all levels. | N/A, Needs Improvement, Good, Excellent |
| h) Leadership | | Have a vision and to effectively communicate it to others resulting in motivating and successful outcomes. | N/A, Needs Improvement, Good, Excellent |
| Employee | | | |
| Comments |  | | |
| Supervisor | | | |
| Strengths |  | | |
| Weaknesses |  | | |
| Other Comments |  | | |
| Supervisor’s Recommendations | | | |
|  | | | |

**Section II Review of Job Description and CV**

Where appropriate, the employee may attach an updated job description. Be sure to use track changes to clearly indicate all updates and changes to your job description, so these may be discussed and approved by your Supervisor.

Attach CV: Yes No Only if indicated by Supervisor, including all published papers and/or other text, Presentations, Grants, Proposals, and Other Activities completed since your last review.

**Section III Goals and Activities: This section is to be completed by employee, sent to supervisor for comments, and then reviewed during the evaluation meeting.**

Current Goals: List goals since last review (FY14) with outcomes and include relevant dates

Supervisor Comments:

Additional activities and Achievements List activities and achievements since the last review. Please include relevant dates.

Supervisor comments:

Goals List all goals for the next 12-months (FY 15) with projected outcomes and include relevant dates.

Supervisor comments:

**Section IV FOR SCIENCE STAFF**

Publications Below, list all planned publications for the next 12 months (FY15) indicating expected date of submission/publication/&etc. If your publications are in preparation, press, review, or production, they should be listed in your CV not here

Supervisor Comments:

Grants and Proposals List all funding applications for FY 15. Include all known or estimated details such as total amount, source, your role on the application (Principal-Investigator, co-Investigator, Senior/Key personnel, person will do most of the drafting, administrative support, etc.), funding opportunity details, proposed title, and main collaborators. Please indicate status: considering proposal, in draft, submitted, resubmission, decision pending, and other relevant information.

Supervisor Comments:

**Section V Signatures and Annual Review Summary**

|  |  |
| --- | --- |
| The Supervisor should complete this section the employee’s evaluation. | |
| Overall Appraisal (Excellent, Good, Fair, Poor) |  |
| Job Description Updated (Circle one) | Yes or No |
| Identified Goals for Next Year (Circle one) | Yes or No |
| Is any additional follow-up required (Provide details below) | Yes or No |
| Current Grade |  |
| Current Salary |  |
| By signing below, the Supervisor and Employee acknowledge that have discussed ALL ASPECTS of this performance review. Signature does not indicate agreement with its contents or conclusion. | |
|  |  |
| Print Name: Employee’s Signature | Date |
|  |  |
| Print Name: Supervisor’s Signature | Date |

Please provide the details of any plan of corrective action.