**APPROVED**

Evaluation in add comment (with) for employees: may take the form of a report.

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**Background**

The City University of New York

PERFORMANCE EVALUATION FOR ADMINISTRATIVE STAFF (AND NON-ACADEMIC OFFICES)

CUNY OFFICE ASSISTANTS IN ACADEMIC OFFICES

ANNUAL REVIEW AND DOCUMENTATION

Instruction for Department of New York

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<table>
<thead>
<tr>
<th>Required for Merit (Y/N)</th>
<th>Remarks</th>
<th>( N/A )</th>
<th>( \text{If not part of performance period, clearly indicated in notes or appendices.} )</th>
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<tbody>
<tr>
<td>Academic year and core job elements</td>
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**PERFORMANCE PERIOD**

To be completed at the beginning of the academic year.

Date: [enter date]

\( N/A \) if not part of the performance period.

Special improvement goals for the current performance period.

 Rounded to the nearest whole number.

CUNY Office Assistant Performance Evaluation Form For:

The City University of New York

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<table>
<thead>
<tr>
<th><strong>APPROVED</strong></th>
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<tbody>
<tr>
<td><strong>1.</strong> Other (if needed by College)</td>
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<tr>
<td><strong>2.</strong> Special regards and reference</td>
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<tr>
<td><strong>3.</strong> Formal (if Personal, Budget, etc.)</td>
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<tr>
<td><strong>4.</strong> Evaluation for Faculty/Department for evaluation</td>
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<td><strong>5.</strong> In the College/Department/Department</td>
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<td><strong>6.</strong> Applications and registration</td>
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<td><strong>7.</strong> Student assessment</td>
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<tr>
<td><strong>8.</strong> Other departmental college information</td>
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<tr>
<td><strong>9.</strong> Course and class information</td>
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</table>

**Section to Student:**

- Special evaluation/confirmation and verification
- Special permission
- Individual major course examinations
- Institutional examinations
- Production of institutional evidence
- Contractual work completed
- Routine work completion or failure

**Section to Faculty:**

- Compatibility area and care for students
- Performance of the end of the performance period
- To be completed at the beginning of the performance period
- To be completed at the end of the performance period
<table>
<thead>
<tr>
<th>Performance Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>Poor</td>
<td>Below average performance, needs significant improvement.</td>
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<tr>
<td>Fair</td>
<td>Average performance, meets minimum standards.</td>
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<tr>
<td>Good</td>
<td>Above average performance, meets or exceeds expectations.</td>
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<tr>
<td>Excellent</td>
<td>Outstanding performance, goes above and beyond expectations.</td>
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</tbody>
</table>

**Explanation and guidance of employee**

- Time and leave
- Evaluation of performance
- Selection of new staff
- Training
- Assignment of work
  - (apply for support of COA)
- Recognition of contributions in the department
  - Other (as deemed by college)
- Special recognition
- Attendance at special meetings
- Participation in committee or college/community
  - Other (as deemed by college)
- Department information
  - Other (as deemed by college)

**Performance Period**

- TO BE COMPLETED AT THE END OF THE PERFORMANCE PERIOD
- TO BE COMPLETED AT THE BEGINNING OF THE PERFORMANCE PERIOD

**Performance Improvement Goals for the Current Performance Period**

- Specific improvement goals for the current performance period:
  - To align with the college's strategic plan.
  - To address identified weaknesses or areas for growth.

**Conclusion**

- Comprehensive review and conclusion.

**Date of Review**

- [Date]
This form shall be made part of the employee's official Personnel File.
I believe the form to be complete and in accordance with the guidance provided for evaluations of employees served in this title.

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