

Employee Name: \_\_\_\_\_

Appraiser: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Appraisal Period From: \_\_\_\_\_ To: \_\_\_\_\_

**INSTRUCTIONS:** The purpose of this form is to evaluate an employee's job performance since his/her last appraisal. It also assists in defining the employee's role in the College. For each category, evaluate the performance of the employee based upon your observations and all pertinent information. Consider how well the employee has met goals set at his/her last appraisal.

- **EXCELLENT:** This rating is very rarely assigned. It is reserved for exceptional performance that clearly exceeds expectations. An employee in this category consistently makes contributions to the department and to the College which are well above the requirements of the position.
- **EXCEEDS EXPECTATIONS:** Performance is marked by initiative and high-quality work that not only fulfills requirements, but frequently rises above expectations.
- **MEETS EXPECTATIONS:** Performance meets the College's expectations of an experienced and fully qualified employee. Work is characterized by thorough attention to assigned responsibilities and the capable resolution of normal problems.
- **IMPROVEMENT NEEDED:** Performance in this area, while generally satisfactory, occasionally falls short of expectations, requiring more than an acceptable amount of supervision and direction. Needs improvement.
- **UNSATISFACTORY:** Performance consistently falls short of competency in this area, requiring an unacceptable amount of supervision and direction. Needs immediate improvement.

PERFORMANCE FACTOR	RATING
<b>1. QUALITY OF WORK</b> Competence, accuracy, neatness, thoroughness.	
<b>2. QUANTITY OF WORK</b> Use of time, volume of work accomplished, ability to meet schedules, productivity levels. Not applicable for covered employees (Admissions and Financial Aid)	
<b>3. JOB KNOWLEDGE</b> Degree of technical knowledge, understanding of job procedures and methods.	
<b>4. WORKING RELATIONS &amp; COMMUNICATION</b> Cooperation and ability to work with supervisor, co-workers, students, and clients served. Customer relations, attitude and ability to best represent the College.	
<b>5. INITIATIVE AND INNOVATION</b> Recognize problems and offers suggestions and creative solutions. Desire to learn new aspects of the job, department, College and establish new goals.	
<b>6. ATTENDANCE &amp; PUNCTUALITY</b> Adherence to, and concern for, the work schedule.	
<b>7. LEADERSHIP &amp; MANAGEMENT SKILLS</b> Coaches, evaluates, develops and motivates staff, delegates effectively; sets expectations, recognizes staff achievements, and guides improvement of weaknesses; aligns performance goals with institution goals; accepts responsibility, develops trust and credibility; expects honest and ethical behavior of self and others.	
<b>8. OVERALL RATING</b>	
<b>9. KEY STRENGTHS</b>	
<b>10. SPECIFIC AREAS FOR IMPROVEMENT</b>	
<b>11. PERFORMANCE GOALS FOR THE NEXT EVALUATION PERIOD</b>	
<b>12. TRAINING SUGGESTIONS</b>	
<b>13. APPRAISER'S COMMENTS AND OTHER RECOMMENDATIONS</b>	

**PERFORMANCE FACTOR**

**14. CHAIR/DEPARTMENT HEAD'S COMMENTS**

**15. EMPLOYEE'S RESPONSE TO APPRAISAL AND COMMENTS** (encouraged but not required)

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**SIGNATURE**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appraiser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head/Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** *Employee's signature does not necessarily indicate agreement with this appraisal, but confirms that the contents of it have been reviewed and discussed with the employee.*