

**Hampden-Sydney College**  
**Annual Performance Review for Non-Exempt Positions**  
**Evaluation Period: March 1, 2010 – March 1, 2011**

Employee Name:	Date:
Position Title:	Supervisor:

**Instructions:**

Consider the employee's performance in each category and mark with an "X" the level of performance that most accurately describes his/her job performance. Give careful consideration to each category before choosing the rating.

Comments, including recommendations for improvement, **MUST** accompany each category. The care and accuracy with which this appraisal is made will determine its value to you, the employee, and the College.

	<b>Excellent</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Unsatisfactory</b>
<b>ADAPTABILITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjusts to changing situations, learns new and different tasks	Exceptionally well. Positively contributes to changing situations. Picks up new tasks willingly and ably	Adjusts well to changing situations. Makes every effort to learn new tasks.	Adjusts to change of situation or tasks.	Adjusts to change of situation or task with reluctance.	Does not adjust well to change of situation or task.

**Comments:**

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ATTITUDE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows enthusiasm toward the job; has a positive outlook	Exceptional. Positive about College and job at hand. Optimism is contagious.	Makes a generous effort to have a positive attitude about College and job at hand.	Positive toward College and job at hand.	Attitude is changeable with situation.	Does not show positive outlook toward College or job at hand.

**Comments:**

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ATTENDANCE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider appropriate request and use of leave. Does not leave work early. Does not abuse time rounding policies	Consistently regular in attendance. Always requests leave in advance.	Little time away. Requests in advance. Considers work load when requesting leave.	Generally requests time away in advance. Attendance is good.	Frequent unscheduled absences. Impacts job performance.	Excessive unscheduled absences. Requires improvement.

**Comments:**

	EXCELLENT	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS	UNSATISFACTORY
<b>COMMUNICATION</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks and writes in a clear and concise manner as it pertains to the job. Expresses self well.	Exceptional. Speaks and writes with ease and conciseness.	Makes an effort to speak and write in a clear and concise manner.	Verbal and written (if applicable) communication is good.	Sometimes has trouble communicating with others. Seldom impacts job performance.	Frequently unable to communicate with others. Requires improvement.

Comments:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONDUCT</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows rules and policies. Sets a good example for co-workers. Favorably represents College on and off campus.	Exceptional. Positive example for all both on and off campus.	Makes a generous effort. Follows rules and policies set forth by the College.	Adheres to rules and policies. Normally a favorable representation.	Follows most rules and policies. Requires occasional reminders.	Inadequate. Requires constant reminders. Requires improvement.

Comments:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEPENDABILITY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the degree to which he/she can be relied upon to carry out duties.	Consistently fulfills all job responsibilities and duties. Totally reliable.	Can be depended upon to get the job done with little or no follow up.	Assumes responsibility when assigned.	Accepts some responsibilities, but must be reminded	Fails to accept responsibility, even if specifically assigned.

Comments:

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INITIATIVE</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts promptly, seeks solutions, contributes new ideas. Self-starter. Requires minimal supervision.	Consistently and aggressively works towards approved goals.	Frequently sets and works towards approved goals.	Initiates activity within normal routine.	Seldom initiates activity during normal routine. Supervision required at times.	Needs frequent direction. Requires improvement.

Comments:

	<b>EXCELLENT</b>	<b>EXCEEDS EXPECTATIONS</b>	<b>MEETS EXPECTATIONS</b>	<b>BELOW EXPECTATIONS</b>	<b>UNSATISFACTORY</b>
<b>INTERPERSONAL RELATIONSHIPS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the degree which employee interacts and works harmoniously with other people.	Exceptional use of tact & diplomacy, cooperation and promotion of teamwork.	Cooperates well with others. Frequently promotes teamwork and harmony.	Adequate skills at promoting teamwork and harmony.	Has difficulty interacting with people.	Frequent conflicts with others. Requires improvement.

Comments:

<b>KNOWLEDGE OF WORK</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider knowledge of job gained through experience, general education and specialized training	Well informed on all phases of work.	Well rounded job knowledge. Infrequently requires assistance.	Adequate grasp of essentials.	Requires considerable assistance.	Inadequate knowledge. Requires improvement.

Comments:

<b>QUANTITY OF WORK</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the volume of work produced under normal conditions regardless of error	Rapid worker. Produces exceptionally high volume.	Above average volume.	Average volume.	Below average volume.	Inadequate volume. Requires improvement.

Comments:

<b>QUALITY OF WORK</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider neatness, accuracy, and dependability of results regardless of volume	Exceptional quality. No errors.	Above average quality. Infrequent errors.	Acceptable.	Often unacceptable, frequent errors.	Excessive errors. Requires improvement.

Comments:

<b>SAFETY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotes and practices a safe work environment; displays clean work area.	Contributes to a safe and clean workplace; is a good example.	Contributes to a safe and clean workplace.	Generally contributes.	Contributions to safety and cleanliness could improve.	Unacceptable cleanliness or safety levels.

Comments:

\*Complete Supervisory Abilities section only if individual has supervisory responsibility.

<b>*SUPERVISORY ABILITIES*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If applicable</b> , consider supervisory ability. Includes supervising support staff and students.	Exceptional ability to lead and team build.	Exhibits good leadership skills.	Adequate supervisory skills.	Has difficulty supervising others.	Inadequate. Requires improvement to maintain supervisory level.

**Comments:**

**Review Of Previous Year's Goals and Objectives** (attach additional pages if necessary)

**Document Goals and Objectives For The Next Performance Review Period**

(Attach additional pages if necessary)

## CONCLUSION

**A. SUPERVISOR COMMENTS:** Based upon the appraisal you have made, please answer the following questions in your own words. Use additional paper if necessary.

1. In what ways has employee contributed to the College beyond normal requirements of position?

2. Is this employee well suited for the type of work he/she is now doing?  YES  NO

3. What is your overall evaluation of employee?

Excellent  Above Average  Average  Poor  Unsatisfactory

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**B. EMPLOYEE COMMENTS:**

I agree with the above evaluation and comments.  
 I disagree with the above evaluation and comments for the following reasons: (Use additional paper if necessary.)

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**C. CABINET OFFICER'S COMMENTS:**

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### SIGNATURES

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Cabinet Officer \_\_\_\_\_

Date: \_\_\_\_\_

Director of Human Resources \_\_\_\_\_

Date: \_\_\_\_\_

\*After reviewing with the employee, original document should be forwarded to Human Resources Assistant, Box 127. Please make any necessary copies before submitting to HR.\*