

# PERFORMANCE APPRAISAL FORM

Academic and Classified Managers,  
Supervisor, and Confidential

Revised 2013  
Human Resources Department

## **Introduction to the Ohlone College Administrative/Management Performance Evaluation Form**

The *employee performance evaluation form* is part of an on-going communication process with employees regarding the employee's job performance, adaptation, and growth. The performance evaluation form is a measuring tool for both the District and the employee. The performance evaluation form establishes the criteria against which the employee is assessed and evaluated. Areas of strength and areas where performance improvement may be required or desired are highlighted for the employee. Measurable plans and targets for improving job performance developed in collaboration with the employee should also be used in conjunction with the evaluation form.

The rating scale (see Job Performance Rating Scale) uses an array of performance rating categories. Performance rating categories may not always apply when rating an individual employee.

Job Performance Rating Scale:

- **Exceeds Expectations** – Consistently performs job duties above expectations and norms.
- **Satisfactory** – Meets requirements.
- **Needs Improvement**\* - Performance is below requirements.
- **Unsatisfactory**\* - Performance is unacceptable.
- **No Basis for Assessment**

\* A written description of what is and what is not expected of the employee to at least meet Satisfactory rating shall be provided in the Observations Section of the form. Further, measurable plans and targets for improving the employee's performance should be considered.

## PERSONAL AND PROFESSIONAL CHARACTERISTICS

		<u>Exceeds Expectations</u>	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>	<u>No Basis for Judgment</u>
2.1	<b>Accountability</b> Accepts responsibility for the consequences of his/her actions, e.g., willingness to accept responsibility, honesty, integrity, and supports institutional decisions.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.2	<b>Attendance</b> Maintains an acceptable attendance record, e.g., on time to work, maintains regular work hours, complies with absence procedures, makes request for vacation and other leaves of absence and reports such leaves in a timely and prescribed manner.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.3	<b>Attitude</b> Consistently accepts job-related work assignments and accepts constructive counsel in a positive manner; good work ethic and positive person.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.4	<b>Communication</b> Speaks and writes clearly in a manner that is easily understood by others; possesses good language skills, listens to others, accessible.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.5	<b>Customer Service</b> Strives to provide excellent service to internal and external customers.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____					

		<u>Exceeds Expectations</u>	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>	<u>No Basis for Judgment</u>
2.6	<b>Flexibility</b> Considers, accepts, and implements new ways of doing work tasks; adaptability, openness to new ideas such as technologies, policies, procedures, and changes in workload.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____					
	_____					
	_____					
2.7	<b>Initiative</b> Self-starter in performing the job's responsibilities and functions; requires limited supervision and seeks increased responsibilities.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____					
	_____					
	_____					
2.8	<b>Judgment</b> Makes reasonable and logical analyses before taking appropriate action; uses common sense in decision-making and dealing with people, respects confidentiality, and uses appropriate self-restraint when warranted.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____					
	_____					
	_____					
	_____					
2.9	<b>Knowledge</b> Demonstrates appropriate knowledge to effectively perform the job duties, e.g., understands the applicable job rules, procedures, and policies and possesses the required job knowledge/skills to successfully perform the responsibilities and functions of the position.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____					
	_____					
	_____					
	_____					

		<u>Exceeds Expectations</u>	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>	<u>No Basis for Judgment</u>
2.10	<b>Leadership</b> Effectively leads and trains personnel working in the supervised area, e.g., leader, team builder, and models appropriate behavior.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.11	<b>Planning/Organizing</b> Prioritizes and organizes work assignments of self and others, e.g., analytical skills, organization skills.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.12	<b>Problem Solving</b> Effectively recognizes and resolves work related problems, e.g., fairness, openness, creativity, imagination, logical thinking, decisiveness, and attempts to resolve conflicts.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.13	<b>Resource Management</b> Effectively allocates and manages human, financial and material resources, e.g., manages resources in a way that are consistent with College goals, objectives, and priorities.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____					
2.14	<b>Safety Awareness</b> Enforces safety and health policies, procedures, and rules, e.g., uses equipment and supplies according to established safety procedures; educates staff regarding safety practices and policies.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____ _____					

		<u>Exceeds Expectations</u>	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>	<u>No Basis for Judgment</u>
2.15	<b>Inter-Personal Relationship Skills</b> Motivates and works effectively with co-workers within the office/work area and the college, e.g., uses courtesy, tack, honesty, trust, discretion, and patience in inter-personal relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i> _____ _____ _____					
2.16	<b>Supervision</b> Effectively provides guidance and supervises personnel assigned, e.g., schedules, assigns, coordinates, supervises, enforces work rules, conducts performance appraisals of subordinates, and delegates responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i> _____ _____ _____					
2.17	<b>Work Quality</b> Performs work in an accurate and effective manner, e.g., caliber of work, creative, well organized, thoroughness, pays attention to details and deadlines, and work products consistent with professional standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i> _____ _____ _____					
2.18	<b>Team Work</b> Works well within groups, contributes to group goals, is supportive of others ideas and suggestions, seeks collaborative solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i> _____ _____ _____					

		<u>Exceeds Expectations</u>	<u>Satisfactory</u>	<u>Needs Improvement</u>	<u>Unsatisfactory</u>	<u>No Basis for Judgment</u>
2.19	<b>Work Quantity</b> Performs job tasks and responsibilities that meet accepted workload expectations and deadlines, e.g., establishes priorities, delegates where appropriate, takes initiative in areas of responsibility, and balances workloads.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____ _____ _____					
2.20	<b>Professional Development</b> Seeks education and training opportunities which improve job related skills, knowledge, and abilities.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Comments:</i> _____ _____					
<b>Student Learning Outcomes/Program Learning Outcomes</b>						
2.21	Effectively leads faculty and others to identify Student Learning Outcomes at the course, program and/or college levels and to assess achievement of those outcomes on a regular basis.					
	<i>Comments:</i> _____ _____					
2.22	<b><u>Distance Learning (if applicable)</u></b> Provides thorough and effective oversight of fully online and hybrid courses including monitoring for effective student contact.					
	<i>Comments:</i> _____ _____					
2.21	<b>Overall Job Performance Rating</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Evaluator Comments: \_\_\_\_\_

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Employee Comments: \_\_\_\_\_

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Date: \_\_\_\_\_ Signature of Evaluator \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Updated April 2013

**Measurable Goals for Current Year**  
Administrative/Management/Supervisors

To be completed by each Administrative/Management/Supervisor by  
July 31 of each year in collaboration with his/her supervisor.

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

Goals for Period: \_\_\_\_\_

GOALS  
For the  
Performance Evaluation Period

**Performance Goal 1.**

*Goal* \_\_\_\_\_

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*Measurement* \_\_\_\_\_

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**Performance Goal 2.**

*Goal* \_\_\_\_\_

\_\_\_\_\_

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*Measurement* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_