



ADMINISTRATIVE STAFF
PERFORMANCE APPRAISAL FORM
FY 2013-2014

Employee Name

[Dashed box for Employee Name]

Title

[Dashed box for Title]

Department

[Dashed box for Department]

Supervisor Name

[Dashed box for Supervisor Name]

Title

[Dashed box for Title]

Department

[Dashed box for Department]

Review Date

[Dashed box for Review Date]

Self-Evaluation

Supervisor Evaluation

Performance evaluations are intended to measure the extent to which the employee’s performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship between you and the employee; open up channels of communication; appraise past performance; recognize good performance; identify areas that might require improvement; enable you to assess your own communication and supervisory skills.

INSTRUCTIONS:

Listed on the following pages are a number of Performance Factors that are important in the successful completion of most assignments. A list of qualities has been included to assist in evaluating an employee’s performance in each area. To complete the Performance Appraisal Form, place an “✓” under the level of achievement, which most accurately describes the employee’s performance on each factor.

In the spaces provided at the end of each of the Performance Factors, you are **encouraged** to support your ratings with clarifying comments or specific examples, which occurred during the review period that determined or affected the level of achievement marked. Factors rated “Exceeds Requirements” **should** be supported with examples or reasons. Factors rated “Needs Improvement” **must** be supported with examples or reasons and should be listed in the Employee Goals and Objective for next year section (last page) of the Administrator Performance Review.

After the form has been completed and reviewed, the original is forwarded to the Human Resources Office. Both the supervisor and the employee retain a copy.

DEFINITION OF TERMS:

NEEDS IMPROVEMENT

Performance is at a level below established objectives with the result that overall contribution is marginal and substandard. Performance requires a high degree of supervision.

MEETS REQUIREMENTS

Meets established objectives in a satisfactory and adequate manner. Performance requires normal to some degree of supervision.

EXCEEDS REQUIREMENTS

Job performance easily exceeds job requirements; performance approaches best possible attainment.

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
I. BASIC JOB REQUIREMENTS				
A. Understanding of the Job: Does the employee have adequate knowledge to complete the tasks required by the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Institutional Commitment: Does the employee demonstrate commitment to institutional effectiveness and the College's mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Quality of Work: Is the quality of work acceptable and does it meet established standards? Does the employee perform accurately and efficiently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Productivity and Efficiency: Does the employee complete assignments and manage time well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Reliability/Dependability: Does the employee follow through on assigned tasks to accommodate the work expected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Initiative: Does the employee demonstrate initiative by taking action with a minimum of direction as situations arise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Service: Does the employee demonstrate a desire to serve and show willingness to provide good service to students/faculty/staff and the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Professionalism: Does the employee project and sustain a positive image of the College within the educational and local communities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Ethics: Does the employee exhibit honesty and high ethical standards while performing his/her job duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
II. JOB SPECIFIC ATTRIBUTES				
A. Leadership: Does the employee inspire others by conveying ideas and plans, influencing them to greater determination and unity of purpose, and look out for their welfare?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Planning and Organizing: Does the employee set objectives and goals and establish priorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Problem Solving: Does the employee identify and provide alternative solutions and make sound decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen circumstances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Responsibility: Does the employee manage the human and fiscal resources entrusted to them with efficiency and accuracy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Accountability: Does the employee take ownership of his/her job duties and hold himself/herself accountable for projects and job duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Professional Development: Does the employee demonstrate knowledge of current developments in the professional field, seek excellence through independent study, and participate in professional development activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
III. INTERPERSONAL SKILLS				
A. Communication: Does the employee provide accurate and clear written and verbal information, present information and listen effectively, comprehend and follow directions, and ask appropriate questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Collaboration: Does the employee give assistance to others to enable colleagues or the team to meet College expectations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Teamwork: Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Conflict Resolution: Does the employee take initiative to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work quality and environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Professionalism: Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

IV. OTHER COMMENTS

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____



Administrator Performance Review Goals and Objectives

Employee's Name		Title	
Supervisor's Name		Title	
Department	Review Date	<input type="checkbox"/> Annual	<input type="checkbox"/> Self Evaluation <input type="checkbox"/> Supv. Evaluation

Must be completed in ink. Attach additional pages, if needed.

Employee Goals and Objectives for the next year (list goal, desired outcome, and timeframe for completion of goal):

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

List Professional Development Activities for the next year:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____