

SUPPORT STAFF
ANNUAL PERFORMANCE APPRAISAL FORM
(TO BE COMPLETED IN THE SPRING)

Name of Employee _____ Title _____

Completed by _____ Department _____

Date of Evaluation _____

Date Hired for This Position _____

_____ Annual Evaluation _____ Other

_____ Frequent observation of employee's work _____ Infrequent observation of employee's work

General Instructions For This Form

a) The SUPERVISOR MUST complete this form.

b) When completing this form please follow these steps:

1. Use the five point definitions below. The ratings apply to each category in the appraisal.
2. Rate each dimension separately.
3. Circle the number that best describes the employee's performance.
4. Comments may be included for any dimensions but ratings at either end of the scale must be accompanied by comments.

c) Review this form with the employee.

d) Return this form, along with the discussion form, to the Human Resources Office to become part of the employee's personnel file.

1) **Exceptional Performance:** The rare individual whose achievement on the Performance Factor is superior in all respects. Performs reliably with little or no supervision. To be rated exceptional in any category of the appraisal, the individual must be a consistently outstanding employee.

2) **Exceeds Expected Level of Performance:** Employee does more than is required of him/her; consistently exceeds the objective, job-related performance standards.

3) **Expected Level of Performance:** Performance is fully satisfactory in all major respects. Employee completely and consistently meets objective, job-related performance standards; is fully trained, well-motivated, and needs little supervision to maintain this level of performance.

4) **Meets Minimum Requirements:** Performance at this level can normally be improved with increased experience and training or by cooperative effort between the individual and the supervisor. This is an ACCEPTABLE level of performance for persons in training or for those who have not had sufficient experience on the job to be expected to master all requirements of the position; it is an UNACCEPTABLE level for the fully trained employee.

5) **Unsatisfactory Performance:** The employee consistently fails to meet acceptable established standards. An employee may be rated "unsatisfactory" on one or more factors and still meet expected standards of overall performance.

Please compare the employee's work to that of his/her job description. Do not compare the employee to another employee.

Rating Code:

1 = Exceptional Performance 2 = Exceeds Expected Performance 3 = Expected Performance 4=MeetsMinimum Requirements 5 = Unsatisfactory Performance

Dependability - consider the extent to which the employee can be relied upon to meet work schedules and fulfill job responsibilities.

1 2 3 4 5
(please circle one)

Comments: _____

Quality and Quantity of Work -

consider the extent to which the employee neatly, thoroughly, and accurately completes job assignments. Also consider amount of work completed, taking into account conditions under which work is performed (i.e., interruptions, heavy work load, time constraints, etc.)

1 2 3 4 5
(please circle one)

Comments: _____

Customer Service Skills - consider the extent to which the employee treats students, other employees and the public in a courteous, helpful manner.

1 2 3 4 5
(please circle one)

Comments: _____

Job Knowledge - consider the extent to which the employee knows the details of the job and follows job procedures.

1 2 3 4 5
(please circle one)

Comments: _____

Cooperation - consider the extent to which the employee works harmoniously and effectively with co-workers, supervisors and others.

1 2 3 4 5
(please circle one)

Comments: _____

Initiative - consider the extent to which the employee originates and implements new programs and procedures, as well as the extent to which the employee thinks and works independently.

1 2 3 4 5
(please circle one)

Comments: _____

Physical Ability - consider the extent to which the employee meets physical job requirements. (IF APPLICABLE)

1 2 3 4 5 NA
(please circle one)

Comments: _____

Please compare the employee's work to that of his/her job description. Do not compare the employee to another employee.

Rating Code:

1 = Exceptional Performance **2 = Exceeds Expected Performance** **3 = Expected Performance** **4 = Meets Minimum Requirements** **5 = Unsatisfactory Performance**

Use of Tools and Materials - consider the extent to which the employee uses materials wisely and takes proper care of the tools/ machinery that have been provided for the performance of his/her job.

1 2 3 4 5
(please circle one)

Comments: _____

Safety - consider the extent to which the employee follows established safety practices and corrects unsafe work situations on the job.

1 2 3 4 5
(please circle one)

Comments: _____

Flexibility - consider the extent to which the employee demonstrates versatility, the ability to adjust to changing job or organizational requirements, and the ease with which the employee learns new duties.

1 2 3 4 5
(please circle one)

Comments: _____

Judgment - consider the extent to which the employee makes sound and reasonable decisions.

1 2 3 4 5
(please circle one)

Comments: _____

Other - _____

1 2 3 4 5
(please circle one)

Comments: _____

OVERALL PERFORMANCE:

(Please comment on the employee's overall performance since the last time an appraisal was performed. You may write on the back of this sheet.) **Please include in prority order the factors which are the most critical to this position.**

SUPERVISOR'S SIGNATURE

EMPLOYEE'S SIGNATURE

(My signature indicates that my supervisor has discussed this appraisal with me; it does not necessarily imply that I agree with the appraisal.)

PERFORMANCE APPRAISAL REVIEW SHEET (OPTIONAL)

GENERAL INSTRUCTIONS

The final page of this form is optional for the employee. The employee may send the completed form directly to the Director of Human Resources. (The College reserves the right to share information with appropriate people as needed.)

Was this performance appraisal helpful? Why or why not?

Other comments:

_____ I would like to discuss this appraisal in confidence with someone.

Employee's Name (Please print)

Employee's Signature

Position/Department

Date

Note: Employees are not required to share this information with their own supervisors, but they must sign their name. The employee's name will be kept confidential.