

MILES COLLEGE

PERFORMANCE APPRAISAL FORM

Please Print or Type Information

Name: _____ Department: _____
Position Title: _____ SSN: _____ Date: _____
Reviewer: _____ Title: _____
Type of Appraisal: Annual Semi-Annual Special Probationary Date of Last Review: _____

Did employee complete a self-evaluation? Yes No

PART A

For each factor listed below, check the rating that most closely represents your overall judgment of the individual's performance. Comments are helpful and encouraged. *You are expected to provide comments for the following.*

Factors

1. **JOB KNOWLEDGE:** Overall knowledge and understanding of assigned duties, responsibilities, policies and procedures as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. **SUPERVISION REQUIRED:** Degree to which employee performs job duties as described for the position without a lot of instruction and/or monitoring by supervisor.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. **QUANTITY OF WORK:** Amount of work successfully completed to maintain department standards and expectations under normal conditions as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. **QUALITY OF WORK:** Professionalism, accuracy and thoroughness of work produced as required for this position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. **ADAPTABILITY:** Ability to master new techniques or duties and understand explanations as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

6. **TIME MANAGEMENT:** Ability to use available work time efficiently in order to complete tasks/assignments on schedule as required for the position.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

7. **CUSTOMER SERVICE/COOPERATION:** Ability to display courtesy and effectively interact with the College community (including students and department colleagues) to deliver quality customer service.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

8. **ORGANIZATIONAL SKILLS:** Ability to effectively and efficiently manage priorities, create appropriate procedures, manage the workforce and other available resources in order to optimize productivity.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

9. **SAFETY:** Degree to which employee meets safety requirements of the position, follows safe work practices and communicates hazards to other employees.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

For individuals in supervisory positions

10. **LEADERSHIP:** Ability to influence, instruct, train, supervise, evaluate and motivate staff; make decisions; and control operations to achieve departmental goals and objectives.

Exceptional	Above Expectation	Solid Performance	Improvement Needed	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

PART B

Please respond to the following. Use additional pages if necessary.

1. Describe this individual's major accomplishments since the last performance appraisal, i.e. examples of exceptional performance. Last year's Career Development Plan should be reviewed.

Achieved the goals established since the previous performance period? Yes No (if no, please explain)

2. List seminars, training, job-related course work or other educational enrichment activities in which this individual participated.

Completed last year's Career Development Plan? Yes No (if no, please explain)

3. Describe job-related performance improvements (including attendance) which would help this individual to be more effective.

4. List below the performance goals (with a completion timetable for each) which have been developed for this individual to fulfill during the next appraisal period. Use an attachment if necessary.

5. Describe the type of assistance you, as a supervisor, should provide to help this individual be more effective.

6. Indicate your assessment of this individual's effectiveness in meeting the spirit of affirmative action in recruiting, hiring, promoting, training, treatment, etc., of employees. Does Not Apply

PART C – OVERALL EVALUATION

After checking the appropriate rating, please provide written comments in “Reviewer Comments” section below.

- Exceptional:** Performance well exceeds expectation and is consistently outstanding *
- Above Expectation:** Performance is consistently beyond expectations
- Solid Performance:** Performance consistently fulfills expectations and at times exceeds them
- Improvement Needed:** Performance does not consistently meet expectations **
- Unsatisfactory:** Performance is consistently below expectations. Deficiencies should be addressed as noted in the performance appraisal **

*** Explain in Reviewer Comments below what sets the employee’s performance above and beyond standards.**

**** If rated in these categories, the employee must be re-evaluated in 30 days.**

Is the current job description still a valid indicator of duties and responsibilities of the position? Yes No

If no, attach an updated version to this appraisal.

Reviewer Comments:

Reviewer Signature: _____ Date: _____

Employee Comments:

This appraisal has been reviewed with me.

Employee Signature: _____ Date: _____

➤ **Attach an additional page if you need more space for comments.**

**PLEASE SEND ORIGINAL OF ALL PAGES OF THIS COMPLETED FORM TO THE
HUMAN RESOURCES OFFICE**

MILES COLLEGE PERFORMANCE APPRAISAL RATINGS

To assess the employee's performance, the following Performance Appraisal Ratings below may be used.

E = Exceptional	<u>Performance well exceeds expectation and is consistently outstanding.</u>
A = Above Expectation	<u>Performance is consistently beyond expectations.</u>
S = Solid Performance	Performance consistently fulfills expectations and at times exceeds them.
I = Improvement Needed	Performance does not consistently meet expectations.
U = Unsatisfactory	Performance is consistently below expectations. Deficiencies should be addressed as noted in the performance appraisal.