

# North Central State College

## 20\_\_ Performance Appraisal

Employee's Name	Date Due
Date of Hire	Department
Position Title	Supervisor's Name

**Exceeds Expectations (EE)**

Performance consistently exceeds expectations and job requirements

**Meets Expectations (ME)**

Performance meets and sometimes exceeds expectations and job requirements

**Improvement Needed (IN)**

Performance does not consistently meet expectations and job requirements

**Unsatisfactory (U)**

Performance fails to meet expectations and job requirements

Performance Factors and Standards	EE	ME	IN	U
<b>Job Knowledge and Skills</b>				
<ul style="list-style-type: none"> <li>▪ Demonstrates the level of job-related knowledge and skill to accomplish required tasks</li> <li>▪ Demonstrates knowledge of and ability to apply college and departmental policies and procedures</li> <li>▪ Maintains an appropriate level of expertise in field</li> <li>▪ Pursues expanded knowledge through job-related course work, professional development, and/or training</li> <li>▪ Comments:</li> </ul>	<input type="checkbox"/>     	<input type="checkbox"/>     	<input type="checkbox"/>     	<input type="checkbox"/>     
<b>Productivity</b>				
<ul style="list-style-type: none"> <li>▪ Work output matches job expectations</li> <li>▪ Effectively helps in the implementation of goals of the department , division and College</li> <li>▪ Completes job-related responsibilities in a timely manner, communicating in advance with a supervisor when deadlines can't be met</li> <li>▪ Comments:</li> </ul>	<input type="checkbox"/>   	<input type="checkbox"/>   	<input type="checkbox"/>   	<input type="checkbox"/>   

Performance Factors and Standards	EE	ME	IN	U
<b>Analytical Ability and Judgment</b>				
<ul style="list-style-type: none"> <li>▪ Acknowledges and embraces diversity of thought, opinion, and approach with students and colleagues regardless of background, culture or organizational level</li> <li>▪ Identifies potential issues and problems <span style="float: right;"><input type="checkbox"/></span></li> <li>▪ Formulates alternative solutions to problems <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Knows when, and when it is not, necessary to refer problems to a supervisor <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Acts independently while keeping supervisor informed</li> <li>▪ Demonstrates appropriate prioritization of work</li> <li>▪ Comments:</li> </ul>				
<b>Quality of Work</b>				
<ul style="list-style-type: none"> <li>▪ Produces work which satisfies organizational goals <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Completes work according to instructions <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Produces work which is well organized and professional in appearance <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Produces work which is thorough and complete <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Produces work which is free of flaws and errors</li> <li>▪ Comments:</li> </ul>				
<b>Teamwork/Interpersonal</b>				
<ul style="list-style-type: none"> <li>▪ Understands the importance of diversity in the workplace and promotes inclusion <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Values and supports differences in others, contributing to an inclusive work environment <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Works effectively with diverse faculty, staff and students <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Displays a positive and professional approach to the job <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Shows willingness to embrace people from diverse backgrounds <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Responds positively and accepts suggestions and guidance as appropriate <span style="float: right;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></span></li> <li>▪ Displays initiative, self-motivation, and willingness to learn</li> <li>▪ Willingly shares job-related knowledge, skills, and techniques</li> <li>▪ Adapts to new situations in a positive manner</li> <li>▪ Engages in campus committees/events/activities and/or in the broader community, as agreed upon with manager <span style="float: right;"><input type="checkbox"/> <b>N/A</b></span></li> <li>▪ Comments:</li> </ul>				

Performance Factors and Standards	EE	ME	IN	U
<b>Communication</b>				
<ul style="list-style-type: none"> <li>▪ Demonstrates the ability and willingness to interact and communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community</li> <li>▪ Displays an approachable demeanor</li> <li>▪ Uses active listening to promote understanding of others</li> <li>▪ Organizes and expresses ideas and information clearly and effectively, using appropriate and efficient verbal and written methods</li> <li>▪ Comments:</li> </ul>	<input type="checkbox"/>     	<input type="checkbox"/>     	<input type="checkbox"/>     	<input type="checkbox"/>     
<b>Professionalism</b>				
<ul style="list-style-type: none"> <li>▪ Treats others, internal and external to the College, with respect</li> <li>▪ Reports to work as scheduled, takes appropriate breaks, leaves as scheduled, and reports deviations from normal attendance</li> <li>▪ Maintains personal appearance appropriate to the job</li> <li>▪ Accepts responsibility for personal job performance and behavior</li> <li>▪ Handles conflicts and problem situations with patience, tact, and timeliness</li> <li>▪ Ensures a safe and healthy workplace</li> <li>▪ Demonstrates a positive and professional approach to the job (as reflected in Attributes such as enthusiasm, helpfulness, etc.</li> <li>▪ Comments:</li> </ul>	<input type="checkbox"/>       	<input type="checkbox"/>       	<input type="checkbox"/>       	<input type="checkbox"/>       
<b>Mission and Strategic Goals</b>				
<ul style="list-style-type: none"> <li>▪ Demonstrates commitment and sensitivity to the importance of diversity in the attainment of organizational goals and objectives</li> <li>▪ Mission- Providing individuals with the knowledge, skills and inspiration to succeed in their chosen paths.</li> <li>▪ Strategic Goals- Access, Success, Resources.</li> <li>Comments:</li> </ul>				

**The following page is to be completed for supervisors. If the employee being evaluated is not in a supervisory position, please skip the next page and move on to the Plan for Professional Development.**

**In addition to the previous performance factors and standards used for the appraisal of all employees, the following 3 factors are to be considered for those in supervisory positions.**

<b>Work Environment</b>				
▪ Fosters a positive team environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Fosters a commitment to diversity and working in a diverse environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Promotes equal opportunity and protects the rights of all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Encourages and provides opportunities for subordinates to obtain and apply new skills and knowledge				
▪ Comments:				
<b>Management</b>				
▪ Effectively plans, organizes and delegates work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Communicates performance expectations and holds staff accountable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Secures necessary resources (e.g. financial, human, technology, etc.) and monitors their effective use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Manages and resolves conflict constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Submits timely, thorough, and objective annual performance appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Prepares timely and realistic budgets and operates within budget constraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Comments:				
<b>Leadership</b>				
▪ Instills cooperation, honest, openness and a welcoming environment for all and speaks up when others are being excluded or treated inappropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Sets clear expectations and holds employees accountable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Models professional and ethical workplace behavior				
▪ Empowers staff to achieve objectives				
▪ Acts to motivate, coach, and develop staff				
▪ Comments:				

# North Central State College Plan for Professional Development

Employee's Name

Date

## Follow-Up to Performance Appraisal

Objectives for Performance Areas Marked Improvement Needed (IN) or Unsatisfactory (U)

## Review and Planning for Professional Development

Progress Toward Past Performance Objectives

**Objectives for Professional Growth during the Next Year**

**Additional Comments**

**Employee Comments:** (attach additional sheet, if needed)

**Supervisor Comments:**

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Employee's Signature

Date

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Supervisor's Signature

Date

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Evaluator's Supervisor

Date