

North Central State College 2019 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 |
|---|--|--|--|--|
| Job Knowledge and Skills | | | | |
| <ul style="list-style-type: none"> ▪ Demonstrates the level of job-related knowledge and skill to accomplish required tasks ▪ Demonstrates knowledge of and ability to apply college and departmental policies and procedures ▪ Maintains an appropriate level of expertise in field ▪ Pursues expanded knowledge through job-related course work, professional development, and/or training ▪ Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Productivity | | | | |
| <ul style="list-style-type: none"> ▪ Work output matches job expectations ▪ Effectively helps in the implementation of goals of the department , division and College ▪ Completes job-related responsibilities in a timely manner, communicating in advance with a supervisor when deadlines can't be met ▪ Comments: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Performance Factors and Standards | EE | ME | IN | U |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Analytical Ability and Judgment | | | | |
| ▪ Identifies potential issues and problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Formulates alternative solutions to problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Knows when, and when it is not, necessary to refer problems to a supervisor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Acts independently while keeping supervisor informed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Demonstrates appropriate prioritization of work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Comments: | | | | |
| Quality of Work | | | | |
| ▪ Produces work which satisfies organizational goals | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Completes work according to instructions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Produces work which is well organized and professional in appearance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Produces work which is thorough and complete | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Produces work which is free of flaws and errors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Comments: | | | | |
| Teamwork/Interpersonal | | | | |
| ▪ Displays a positive and professional approach to the job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Responds positively and accepts suggestions and guidance as appropriate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Displays initiative, self-motivation, and willingness to learn | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Willingly shares job-related knowledge, skills, and techniques | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Adapts to new situations in a positive manner | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Contributes to an environment that reflects a clear focus and team spirit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Engages in campus committees/events/activities and/or in the broader community, as agreed upon with manager | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Comments: | | | | |

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

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.

| Work Environment | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| ▪ Fosters a positive team 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Comments: | | | | |
| Management | | | | |
| ▪ 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: | | | | |
| Leadership | | | | |
| ▪ 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 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Empowers staff to achieve objectives | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ Acts to motivate, coach, and develop staff | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ▪ 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:

Employee's Signature

Date

Supervisor's Signature

Date

Evaluator's Supervisor

Date