



CONFIDENTIAL/MANAGEMENT/SUPERVISOR PERFORMANCE APPRAISAL

Last Name	First Name	Date	<input type="checkbox"/> 3-Month Probationary <input type="checkbox"/> 6-Month Probationary <input type="checkbox"/> 9-Month Probationary <input type="checkbox"/> 12-Month Final Probationary <input type="checkbox"/> 2 nd /3rdYr Annual Appraisal <input type="checkbox"/> Biennial Appraisal
Class Title		Department	
Length of time you have supervised employee Years _____ Months _____	For probationary employee: Do you recommend that this employee be retained? _____ Yes _____ No		

Instructions

- An employee is to be evaluated in conjunction with the essential functions of his/her respective job description. Read the essential functions *prior* to beginning this process.
- Read the suggested standards of performance and check the appropriate box indicating the employee's performance for the standards that apply.
- Use the comment box next to the standard to explain your rating.
 - All ratings **above** "Standard" must be supported by a statement of facts.
 - All ratings **below** "Standard" must be discussed with the employee prior to the evaluation and supported by a statement of facts.
 - Comments of special commendation should also be made.

Excellent	Above Standard	Standard	Improvement Needed	Unsatisfactory	Not Applicable (N/A)
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	Comments
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>1. Knowledge of Work</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Comprehends and promotes mission of College and department. Demonstrates understanding of all job duties. Applies skills and knowledge of all job duties. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>2. Quality of Work</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Work is consistently thorough. Produces quality work and shows care in its preparation. Work is accurate, neat and presentable. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>3. Productivity</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Resourceful. Appropriate volume of work. Prioritizes work appropriately. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>4. Dependability</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Prompt and regular in attendance. Ready to begin duties at the assigned hour. Meets expectations regarding meal and break periods. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>5. Communication Skills</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Speaks effectively and clearly. Writes in a clear, well-organized manner. Listens carefully and follows instructions. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>6. Initiative</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Identifies issues & initiates solutions when possible. Learns new routines and assignments willingly. Is resourceful and creative. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>7. Interpersonal Relations</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Works well with students, fellow staff, supervisor and the public. Demonstrates sensitivity to diversity. Accepts direction. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>8. Professionalism</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Respects and maintains confidentiality. Exhibits honesty and integrity. Is cooperative, polite and tactful. 	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>9. Safety Practices</p> <p><u>Suggested Standards of Performance</u></p> <ul style="list-style-type: none"> Operates & cares for equipment in a safe manner. Observes and adheres to applicable safety practices. Reports unsafe conditions. 	

Section 2: Complete for Classified Administrators (Managers and Supervisors)

Excellent	Above Standard	Standard	Improvement Needed	Unsatisfactory	Not Applicable (N/A)		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Leadership <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> • Supports the rights of others to be heard and provides means for all to share in setting and accomplishing goals. Open, approachable, fair & consistent in dealings with others. • Makes timely and effective decisions. Displays receptivity to new ideas and changes. • Sets reasonable and substantive goals and objectives and works effectively towards them. Plans effectively and imaginatively. • Displays sound judgment and perspective, focusing on basic issues rather than trivia. Is consistent in the application and interpretation of policy. • Proponent of professional growth for self and staff. 	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Communication & Coordination <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> • Recognizes the accomplishments of others and gives credit where credit is due. • Recognizes problems and is able and willing to solve them effectively and impartially. • Demonstrates sensitivity to diversity; works effectively with different types of people. Maintains an atmosphere of candor, trust and respect. • Advocates for his/her department and staff, as well as the students to whom services are being delivered. 	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Organization & Management <u>Suggested Standards of Performance</u> <ul style="list-style-type: none"> • Develops an effective budget and establishes procedures to allocate funds and monitor expenditures. • Shows skill in planning, organizing and implementing. • Meets all State and District reporting deadlines. Oversees the maintenance of appropriate records for program accountability. 	

Section 3: Self Development Plan/Goals (Optional)

Self Development Plan/Goals
Approach
Results Timeline

Section 4: Performance Improvement Plan. A separate plan is required for each rating below *Standard*.

Performance Improvement Plan 1:	
Performance Improvement Need	
Performance Improvement Plan/Approach	
Results Timeline	
Performance Improvement Plan 2:	
Performance Improvement Need	
Performance Improvement Plan/Approach	
Results Timeline	
Performance Improvement Plan 3:	
Performance Improvement Need	
Performance Improvement Plan/Approach	
Results Timeline	

Section 5: Required Signatures

Supervisor's (Evaluator) Signature	Title	Date
<p>This report has been discussed with me. Signing this form does not necessarily mean that I agree with all the ratings. I understand that I have the right to submit a response to my rating within 10 working days. This response is to be attached to my evaluation and placed in my personnel file.</p>		
Employee's Signature	<input type="checkbox"/> I agree with the evaluation <input type="checkbox"/> I disagree with the evaluation and may respond.	Date
Immediate Supervisor of Evaluator's Signature	Title	Date