



Performance Appraisal Form

Name:

Position:

Department:

Location:

Appraisal Period:

Appraiser's Name:

Title:

Date of Discussion:

This form is to be used as a preparation guide for managers who will be conducting performance appraisal discussions. The questions are designed to help evaluate overall strengths and weaknesses, focus on particular characteristics that impact performance, and outline a development plan or objectives for the coming year.

Feedback and communication on performance should be discussed on an ongoing basis throughout the year. In addition, a formal performance appraisal discussion should be conducted as an annual two-way communication with each employee. As a result of this conversation, the employee and supervisor should agree on a new set of goals or development plans.

Part I. (Completed by Supervisor and Employee prior to discussion)

- a. Briefly describe job function, accountability and/or specific objectives as previously discussed (attaching updated job description is acceptable):

b. Describe overall performance since last appraisal discussion:

Part II: Quality of Work

Please enter comments and examples of the staff member's performance in the following categories. If a particular category is not applicable to the job, simply enter N/A in the space.

COMMUNICATION SKILLS: (Written, verbal, or interpersonal ability to deal with "clients," supervisors, peers, and subordinates as needed to do the job and resolve difficult situations.)

PLANNING AND ORGANIZATION: (Demonstrated ability to optimize time; meet deadlines; establish short and long term plans.)

INNOVATION AND CREATIVITY: (Initiating workable ideas, techniques, solutions; willingness to change/try new approaches.)

KNOWLEDGE: (Of overall college activities, policies, procedures; of own department's goals and strategies; of technology and expertise required for job; of particular area of specialty.)

PROBLEM SOLVING: (Gathers and analyzes appropriate information. Exercises sound judgment and discretion; provides clear, well-considered solutions.)

ORGANIZATIONAL RELATIONSHIPS: (Demonstrated ability through interaction within the department to function as a positive, contributing team member; ability to accept and incorporate feedback into job performance; consultative skills; ability to get work done through others who are not subordinates; presentation of well considered alternatives; exercise of decision making and judgment; effect of behavior on fellow staff members.)

MANAGEMENT EFFECTIVENESS: (For supervisors and managers only)

Demonstrated level of skill, involvement and effectiveness as it pertains to:

1. Planning (Designs and communicates programs or processes to meet individual, team or unit objectives):

2. Hiring (Recruits and/or selects the most qualified staff):

3. Performance Management (Providing feedback, development, training, direction, coaching, guidance and a supportive environment):

4. Decision Making and Problem Resolution (The manner and speed):

5. Staff Development (Providing training, development and experiential opportunities):

Part III. (Completed by Supervisor & Staff Members After Discussion).

A. We agreed on the following objectives and plans for the coming year (where possible, include timing and standards for measuring results):

B. Staff member comments:

Staff Member Signature - Date

Supervisor Signature - Date