CONFIDENTIAL/MANAGEMENT/SUPERVISOR PERFORMANCE APPRAISAL

Last Name	First Name	Date

Class Title	Department

Length of time you have supervised employee	For probationary employee: Do you recommend that this employee be retained?
Years _____ Months _____	☐ Yes ☐ No

☐ 2-Month Probationary
☐ 5-Month Probationary
☐ 6-Month Probationary
☐ 2nd Yr Annual Appraisal
☐ 3rd Yr Annual Appraisal
☐ Biennial Appraisal

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)		Comments
☐	☐	☐	☐	☐	☐	**1. Knowledge of Work** Suggested Standards of Performance • Comprehends and promotes mission of College and department. • Demonstrates understanding of all job duties. • Applies skills and knowledge of all job duties.	
☐	☐	☐	☐	☐	☐	**2. Quality of Work** Suggested Standards of Performance • Work is consistently thorough. • Produces quality work and shows care in its preparation. • Work is accurate, neat and presentable.	
☐	☐	☐	☐	☐	☐	**3. Productivity** Suggested Standards of Performance • Resourceful. • Appropriate volume of work. • Prioritizes work appropriately.	
☐	☐	☐	☐	☐	☐	**4. Dependability** Suggested Standards of Performance • Prompt and regular in attendance. • Ready to begin duties at the assigned hour. • Meets expectations regarding meal and break periods.	
☐	☐	☐	☐	☐	☐	**5. Communication Skills** Suggested Standards of Performance • Speaks effectively and clearly. • Writes in a clear, well-organized manner. • Listens carefully and follows instructions.	
☐	☐	☐	☐	☐	☐	**6. Initiative** Suggested Standards of Performance • Identifies issues & initiates solutions when possible. • Learns new routines and assignments willingly. • Is resourceful and creative.	
☐	☐	☐	☐	☐	☐	**7. Interpersonal Relations** Suggested Standards of Performance • Works well with students, fellow staff, supervisor and the public. • Demonstrates sensitivity to diversity. • Accepts direction.	
☐	☐	☐	☐	☐	☐	**8. Professionalism** Suggested Standards of Performance • Respects and maintains confidentiality. • Exhibits honesty and integrity. • Is cooperative, polite and tactful.	
☐	☐	☐	☐	☐	☐	**9. Safety Practices** Suggested Standards of Performance • 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)		
☐	☐	☐	☐	☐	☐	**10. Leadership** Suggested Standards of Performance • 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
☐	☐	☐	☐	☐	☐	**11. Communication & Coordination** Suggested Standards of Performance • 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.	
☐	☐	☐	☐	☐	☐	**12. Organization & Management** Suggested Standards of Performance • 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) Name & Signature	Title	Date
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.		
Employee's Signature	☐ I agree with the evaluation ☐ I disagree with the evaluation and may respond.	Date
Immediate Supervisor of Evaluator's Signature	Title	Date