SUPERVISORY EMPLOYEE PERFORMANCE EVALUATION

<table>
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<tr>
<th>Employee Name</th>
<th>Department Name</th>
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<tr>
<th>Job Title</th>
<th>Name of Evaluator</th>
<th>Date</th>
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This form is a tool for appraising the performance and productivity of employees who supervise others. Please provide supporting data or examples regarding all assessments.

SECTION 1

Type of Evaluation (check appropriate box):  □ Orientation (90-day)  □ Semi-Annual  □ Annual

RANGES OF PERFORMANCE LEVELS
- Level 5 Consistently exceeds job requirements
- Level 4 Meets and often exceeds job requirements
- Level 3 Consistently meets job requirements
- Level 2 Meets some but not all job requirements
- Level 1 Seldom meets job requirements

Evaluate the employee’s performance against job requirements for these factors and check the applicable box. Fractional scores may be used. Please specify if length of service in the position is a consideration in scoring.

<table>
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<tr>
<th>SCORE</th>
<th>FACTORS</th>
<th>DESCRIPTION</th>
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| 1     | Job Knowledge/ Professional Development | Degree to which employee’s knowledge (education, training, skills, and experience) satisfies the requirements of the job. Continuing education.  
Supporting data/comments: |
| 2     | Reliability | Reliability includes an assessment of attendance, timeliness, follow-through, task completion and self management; the ability to establish deadlines and employ a systematic approach to manage assignments.  
Supporting data/comments: |
| 3     | Raw Score | The achievement of defined job responsibilities, including: effectiveness, quantity of work, or other quantifiable topics that come under the control of the person being evaluated.  
Supporting data/comments: |
| 4     | Quality / Continuous Improvement | Quality of work produced, accuracy, form, worth and overall acceptability of work product. Degree to which employee finds ways to upgrade processes and/or procedures, or eliminate non-value add work  
Supporting data/comments: |
| 5     | Initiative | Self starting. The ability to see what needs to be done without being told. Resourcefulness, and ingenuity displayed in completing assignments.  
Supporting data/comments: |
| 6     | Flexibility / Adaptability | An assessment of the employee’s willingness and ability to adapt to changes in duties, procedures, processes and/or staff.  
Supporting data/comments: |

Raw Score $\times 3 = \text{Final Score}$

Results
|   | 7 | Respect & Trust | Demonstrates respect for and earns the trust of subordinates, peers, senior management, and outside contacts. Employs principle-centered decision making, ensuring all actions are consistent with MC’s Mission, Vision & Purpose Statements. Supporting data/comments: |
|   | 8 | Communication / Active Listening / Interpersonal skills | Ability to convey ideas and plans, written and oral. Ability to listen actively and empathetically. Ability to establish positive working relationships. Supporting data/comments: |
|   | 9 | Collaboration / Team Orientation | Ability to work cooperatively and effectively with and through others, including: Management, Peers, Subordinates, and Public. Responsiveness to supervision. Degree to which the individual contributes to a harmonious work environment. Supporting data/comments: |
|   | 10 | Judgment | Ability to arrive consistently at sound and responsible decisions. Supporting data/comments: |
|   | 11 | Planning/ Organizing | Organization of work. Ability to plan ahead as appropriate for the position. Time management; ability to multi-task among several priorities. Supporting data/comments: |
|   | 12 | Leadership Skills | The ability to: provide vision, direction and supervision to subordinates; identify and prioritize work; achieve effective and efficient performance and results; provide timely formal/informal performance feedback; delegate effectively; execute management directives. Supporting data/comments: |
|   | 13 | Coaching / Training | The ability to provide training, counseling and follow-up to ensure the subordinates and/or peers learn and grow. Supporting data/comments: |
|   | 14 | Financial Performance/ Stewardship | Performance as it relates to revenues and costs. Ability to achieve results within budget. Degree of management soundness in applying human and capital resource dollar costs to achieve goals. Supporting data/comments: |
|   | 15 | Appearance/ Professionalism | Appropriate attire, grooming, and professionalism for the position. Supporting data/comments: |
|   | 16 | Customer Service | An assessment of the employee’s ability and willingness to provide good customer service to our internal and external customers; addressing criteria such as: accessibility & approachability, courtesy & empathy, process execution & response time, and helpfulness. Supporting data/comments: |
|   |   | Total Score | |
SECTION 2
SUMMARY – Employee Evaluation Interview with Supervisor

A. Briefly outline goals established during last evaluation and explain if and how they were met. If not met, why not?

B. Noteworthy strong areas:
   1. 
   2. 
   3. 

C. Areas for improvement:
   1. 
   2. 
   3. 

D. New goals for next evaluation period and date goals are to be completed. Note: At least one of these goals should support the strategic priorities for the College. These priorities are:
   
   - Tell a focused, distinctive, and compelling institutional story to raise the College’s visibility in the Midwest
   - Be “mission centered and market smart” to maximize our impact in the world
   - Recruit and graduate a student body large enough to utilize optimally, the College’s resources
   - Generate a financial margin sufficient to support the College’s mission and vision.

   Goals/action-plan items and dates to be completed:
   
   1. 
   2. 
   3. 

E. Other comments from Evaluator:
SECTION 3

Total Score __________ divided by 18 equals Average score ____________

(0 to 1.49) | (1.5 to 2.49) | (2.5 to 3.49) | (3.5 to 4.49) | (4.49 to 5)
---|---|---|---|---
Seldom meets job requirements | Meets some but not all job requirements | Consistently meets job requirements | Meets and often exceeds job requirements | Consistently exceeds job requirements

Employee’s Response:
Comments:

My signature below acknowledges that I have received and reviewed a copy of this evaluation.

Employee’s Signature ________________________ Date ________________

Evaluator’s Signature ________________________ Date ________________

Evaluator’s Notes:

Supervisors: Please provide a copy to the employee; retain a copy and forward the original to Human Resources. Please provide an electronic copy of the Position Description to Human Resources and retain a copy.

Revised 1/17/2008