This form is designed to assist you, as a manager or supervisor, in appraising the performance and productivity of those persons you supervise. Careful thought should be given to the employee’s performance, in all categories, before completing this form.

SECTION 1

Type of Evaluation (check appropriate box): □ Orientation (120-day) □ Semi-Annual □ Annual

RANGES OF PERFORMANCE LEVELS

<table>
<thead>
<tr>
<th>Level 5 equals</th>
<th>Level 4 equals</th>
<th>Level 3 equals</th>
<th>Level 2 equals</th>
<th>Level 1 equals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well Above Standards</td>
<td>Above Standards</td>
<td>At Standards</td>
<td>Below Standards</td>
<td>Well Below Standards</td>
</tr>
</tbody>
</table>

Thirteen factors are presented below. Evaluate the employee’s performance against accepted standards for these factors and check the applicable box. Evaluations of performance are to be based on length of service in the current position.

<table>
<thead>
<tr>
<th>FACTORS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| 1       | Job Knowledge
|         | Degree to which employee's knowledge (education, training, skills, experience, and information possessed) satisfies the requirements of the job. |
| 2       | Reliability
|         | Degree to which employee’s performance has demonstrated thoroughness, reliability, trust, adherence to schedule, and ability to achieve results with minimum of supervision. |
| 3       | Productivity
|         | Volume of work produced, speed with which it is completed, as compared with accepted standards. Ability to multi-task as needed. |
| 4       | Quality
|         | Quality of work produced, accuracy, form, worth and overall acceptability of work product. |
| 5       | Initiative
|         | Energy, resourcefulness, and ingenuity displayed in completing assignments. Introduction of new ideas resulting in improved performance results. |
| 6       | Attitude
|         | Displays a positive and encouraging attitude. Degree to which attitudes and relationships contribute to or detract from achieving department and College goals. Ability to adapt to change. |
| 7       | Dependability
|         | Attendance and punctuality (exclude excused medical absences) |
| 8       | Communication
|         | Ability to convey ideas and plans, written and oral. |
| 9       | Superiors & Peers & Subordinates & Public Cooperation
|         | Ability to work with and through others, including: Management, Peers, Subordinates (if any), and Public. Responsiveness to supervision. Professional respect for others. Degree to which the individual contributes to a harmonious work environment. Cooperation with and support of College mission and policies. |
| 10      | Judgment
|         | Ability to arrive consistently at sound and responsible decisions. |
| 11      | Planning/Organizing
|         | Organization of work. Ability to plan ahead as appropriate for the position. Time management. |
| 12      | Appearance/Professionalism
|         | Appropriate attire, grooming, and professionalism for the position. |
| 13      | Professional Development
|         | Extent to which employee takes initiative to grow professionally. |

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?

Manchester College
B. Major areas of job responsibility:

1. 
2. 
3. 

C. Noteworthy strong areas:

1. 
2. 
3. 

D. Areas requiring improvement:

1. 
2. 
3. 

E. 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.
- Align academic, student life, co-curricular, and athletic programs to realize the College’s vision.
- Enroll a student body strong enough to succeed academically and large enough to meet financial goals.
- Develop and implement a comprehensive facilities and technology program.
- Strengthen the College’s ability to attract and retain exceptional faculty and staff who will lift the College toward its aspirations.
- Ensure sustainable financial health.

Goals and dates to be completed:

1. 
2. 
3. 

Other comments from Supervisor/Manager:

SECTION 3

After full consideration of all factors, evaluate employee’s overall performance and circle most appropriate category below:

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results</td>
<td>Results Close to</td>
<td>Results at Standard</td>
<td>Results Above Standard</td>
<td>Results Very Exceptional</td>
</tr>
<tr>
<td>Unsatisfactory (Poor)</td>
<td>Standard (Meets Requirements)</td>
<td>Standard (Exceeds Requirements)</td>
<td>Exceptional (Superior)</td>
<td></td>
</tr>
</tbody>
</table>

Employee’s Response:
Comments:

My signature below acknowledges that I have received and reviewed a copy of my Supervisor’s evaluation.

Employee’s Signature Date

Supervisor’s Signature Date

Supervisor’s Notes:

☐ Copy provided to employee. Please return completed form in a sealed envelope to OHR.