SUPERVISORY EMPLOYEE PERFORMANCE EVALUATION

Employee Name | Department Name
---|---

Job Title | Name of Supervisor | Date
---|---|---

This form is designed to assist you, as a manager, in appraising the performance and productivity of those 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
Level 5 equals **Well Above** Standards
Level 4 equals **Above** Standards
Level 3 equals **At** Standards
Level 2 equals **Below** Standards
Level 1 equals **Well Below** Standards

Sixteen 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 the length of service in the current position.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>FACTORS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Job Knowledge</td>
<td>Degree to which employee’s knowledge (education, training, skills, experience, and information possessed) satisfies the requirements of the job.</td>
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<td>2</td>
<td>Reliability</td>
<td>Degree to which employee’s performance has demonstrated thoroughness, reliability, trust, adherence to schedule, and ability to achieve results with minimum of supervision.</td>
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<tr>
<td>3</td>
<td>Productivity</td>
<td>Volume of work produced, speed with which it is completed, as compared with accepted standards.</td>
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<tr>
<td>4</td>
<td>Quality</td>
<td>Quality of work produced, accuracy, form, worth and overall acceptability of work product.</td>
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<td>5</td>
<td>Initiative</td>
<td>Energy, resourcefulness, and ingenuity displayed in completing assignments. Introduction of new ideas resulting in improved performance results.</td>
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<td>6</td>
<td>Attitude</td>
<td>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.</td>
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<tr>
<td>7</td>
<td>Dependability</td>
<td>Attendance and punctuality (exclude excused medical absences).</td>
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<td>8</td>
<td>Communication</td>
<td>Ability to convey ideas and plans, written and oral.</td>
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<tr>
<td>9</td>
<td>Superior</td>
<td>Cooperation</td>
<td>Ability to work with and through others, including: Management, Peers, Subordinates, and Public. Responsiveness to supervision. Professional respect for others. Degree to which the individual contributes to a harmonious work environment.</td>
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<tr>
<td>10</td>
<td>Public</td>
<td>Judgment</td>
<td>Ability to arrive consistently at sound and responsible decisions.</td>
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<tr>
<td>11</td>
<td>Planning/Organizing</td>
<td></td>
<td>Organization of work. Ability to plan ahead as appropriate for the position. Time management; ability to multi-task among several priorities.</td>
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<tr>
<td>12</td>
<td>Supervisory Skills</td>
<td>Degree of ability demonstrated in utilizing and motivating others to achieve effective and efficient performance and results; provides timely formal/informal performance feedback. Compliance with and support of College policies/procedures.</td>
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<tr>
<td>13</td>
<td>Management Ability</td>
<td></td>
<td>Execution of management directives and strategic plans; leadership. Understands effect of College goals on his/her department and responds accordingly. Effectiveness of delegation.</td>
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</tbody>
</table>
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 requiring 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.*
- *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. 

E. Other comments from 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 Unsatisfactory (Poor)</td>
<td>Results Close to Standard (Needs Improvement)</td>
<td>Results at Standard (Meets Requirements)</td>
<td>Results Above Standard (Exceeds Requirements)</td>
<td>Results Very Exceptional (Superior)</td>
</tr>
</tbody>
</table>

Employee’s Response:
Comments:

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

Employee’s Signature
Date

Manager’s Signature
Date

Manager’s Notes:

☐ Copy provided to employee. Please forward original in a sealed envelope to Human Resources.