**Annual Performance Review**

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| --- | --- | --- | --- |
| Employee’s Name | Employee Title | Supervisory Responsibilities  **Select Answer** | Department  **Select Answer** |
| Supervisor’s Name | Supervisor’s Title |  | Department  **Select Answer** |
| Review Period | Type of Evaluation  **Select Answer** |  |  |

Please select the answer from the drop down list that most accurately reflects the employee’s performance for the respective category. Ratings should be based solely on the employee’s performance during the preceding twelve months. Selecting “Needs Improvement” requires an explanation and/or guidance for the employee.

**Answer Choices: Exceeds Requirements; Meets Requirements; Needs Improvement; Unsatisfactorily; Not Applicable; Not Observed**

**Part One: Job Requirements**

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| --- | --- | --- |
| 1. **Understanding of the Job:** Does the employee have adequate knowledge and skills to complete   **the** variety of tasks required by the job? | **Select Answer** |  |
| 1. **Quality of Work:** Is the quality of work acceptable and does it meet established standards? | **Select Answer** |  |
| 1. **Productivity:** Does the employee complete assignments on schedule, use resources wisely and manage time effectively? | **Select Answer** |  |
| 1. **Reliability and Dependability:** Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable? | **Select Answer** |  |
| 1. **Work Habits:** Does the employee meet attendance requirements? Is the employee punctual, available, and accessible? | **Select Answer** |  |
| 1. **Initiative:** Does the employee demonstrate initiative and resourcefulness by taking appropriate action with minimum direction as situations arise? | **Select Answer** |  |
| 1. **Safety:** Does the employee follow safety rules, report unsafe working conditions/practices, and proactively prevent unsafe practices in the workplace? | **Select Answer** |  |
| 1. **Planning and Organizing:** Does the employee set individual objectives and goals and establish appropriate priorities? | **Select Answer** |  |
| 1. **Problem Solving:** Does the employee identify and evaluate alternative solutions and make appropriate decisions? | **Select Answer** |  |
| 1. **Efficiency:** Does the employee manage the resources entrusted to him or her with efficiency? | **Select Answer** |  |
| 1. **Customer Service:** Does the employee demonstrate a desire to serve and show a willingness to provide excellent service to students, faculty, staff, co-workers, and/or the public? | **Select Answer** |  |
| 1. **Ethical Conduct:** Does the employee exhibit honesty, integrity, and high ethical standards while performing their job duties? Does the employee adhere to college policies, procedures and practices? | **Select Answer** |  |
| 1. **Commitment to Performance Excellence:** Does the employee actively seek opportunities to learn new skills and make suggestions for improving work processes? | **Select Answer** |  |

**Professional Development:**

|  |  |  |
| --- | --- | --- |
| Has the employee completed annual requirements such as sexual harassment training? | **Select Answer** |  |

**Part Two: Performance Excellence Behaviors**

|  |  |  |
| --- | --- | --- |
| 1. **Communication:** Does the employee provide accurate and clear written and verbal information: present information effectively; listen effectively; comprehend and follow directions; ask timely and appropriate questions? | **Select Answer** |  |
| 1. **Cooperation/Teamwork:** Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group? | **Select Answer** |  |
| 1. **Conflict Resolution:** Does the employee take initiative to address situations involving conflict? Does the employee resolve differences with little disruption to the work environment? | **Select Answer** |  |
| 1. **Constructive Feedback:** Does the employee accept constructive feedback and demonstrate willingness to improve? | **Select Answer** |  |
| 1. **Accountability:** Does the employee take ownership of responsibilities? Is the employee accountable for projects and job duties? | **Select Answer** |  |
| 1. **Continuous Improvement:** Does the employee actively seek opportunities for personal improvement and readily adapt to change? | **Select Answer** |  |
| 1. **Attitude:** Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect toward coworkers? | **Select Answer** |  |

**Part Three: Supervisory Factors: (This section should only be completed for individuals with supervisory responsibilities)**

|  |  |  |
| --- | --- | --- |
| 1. **Leadership:** Consider how well the supervisor demonstrates effective supervisory abilities, sets goals and priorities, gains respect and cooperation, inspires and motivates subordinates, models good work habits and behaviors, directs the work group toward common goals, promotes cooperation between departments, and supports administrative decisions. | **Select Answer** |  |
| 1. **Delegation/Coordination:** Consider how well the supervisor demonstrates the ability to direct others in accomplishing work, effectively selects and motivates staff, gives clear instructions, defines work assignments, appropriately distributes workload, oversees the work of subordinates, and coordinates with subordinates and other staff. | **Select Answer** |  |
| 1. **Planning and Organizing:** Consider how well the supervisor plans and organizes work for self and others; coordinates with others, establishes appropriate priorities, anticipates future needs, allocates time and resources and carries out assignments effectively. | **Select Answer** |  |
| 1. **Quality Management:** Consider how well the supervisor performs day-to-day administrative tasks, uses quality management tools and techniques when appropriate, achieves desired results, manages time, effectively administers policies and implements procedures, maintains appropriate contact with supervisor and other relevant parties, and effectively and efficiently utilizes time, funds, staff, and/or equipment. | **Select Answer** |  |
| 1. **Supervision of Staff:** Consider how well the supervisor serves as role model, provides guidance and opportunities to their staff for their development and advancement, encourages teamwork and team participation, resolves work-related employee problems, assists subordinates in accomplishing their work related objectives, communicates in a clear, concise, accurate, and timely manner with subordinates, and makes useful suggestions. | **Select Answer** |  |

**Part Four: Overall Performance**

Employee strengths: What does the employee do well?

1.

2.

3.

List specific areas for improvement: What does the employee need to work on?

1.

2.

3.

**Part Five: Overall Performance Rating and Comments** (use additional pages if necessary)

Please use this space to support the overall rating. The overall rating should take into consideration job requirements, performance excellence behaviors and supervisory factors, if applicable. “Unsatisfactory” ratings should be addressed in this section.

**Part Six: Employee Comments and Acknowledgement**

Employee Comments: (use additional pages if necessary)

I have reviewed my job description and understand the principal accountabilities of my position.

I have read the evaluation and have discussed its contents with my supervisor. I understand that if I do not agree with the rating I should state my concern(s) in the comments section above. My signature does not indicate my agreement or disagreement with this performance review.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_