

8.00, Support Staff Policies and Procedures - Appendix E

JOB PERFORMANCE APPRAISAL
Monroe County Community College
Support Staff & Maintenance

Name: _____ Position: _____

Supervisor: _____ Department: _____

Annual Evaluation Period: _____

We recognize that our co-workers are our most valuable resource. The performance appraisal process is an opportunity to review work performance and to set goals. **The process is intended to include opportunity for recognition, clear expectations, and professional development.**

The intention is for this process to take place in an atmosphere of open communication between an individual and their supervisor. Have the staff member complete the narrative portion of the form. Discuss their goals to be accomplished and provide recommendations.

The original completed form needs to be returned to Human Resources for the personnel file. Each of you needs to sign the document and each of you maintains a copy.

Rating Code:

E = Excellent Performance: Performance that “consistently exceeds” job requirements. Outstanding execution of all responsibilities of the position. High quality of results is clearly obvious to any knowledgeable observer.

G = Good Performance: Performance that “sometimes exceeds” job requirements. Does some assigned work above expected levels of responsibilities.

S = Satisfactory Performance: Performance “adequately meets” the standards for the job. Does assigned work of the position.

U = Unacceptable Performance: Performance “does not meet” the standards for the job. Does assigned work in an unsatisfactory manner.

Knowledge and Task Performance in Position:

	<u>Rating</u>
1. Performs duties as defined in job description.	[]
2. Demonstrates understanding of department and campus policies and procedures.	[]
3. Meets deadlines.	[]
4. Sets priorities appropriately.	[]
5. Learns new procedures within acceptable timeframe.	[]

Comments:

Cooperation and Relationship with Others:

Rating

- | | |
|---|-----|
| 1. Cooperates with other staff. | [] |
| 2. Maintains good working relationship with supervisor. | [] |
| 3. Approaches others cooperatively and professionally. | [] |
| 4. Expresses concerns appropriately. | [] |

Comments:

Communication:

Rating

- | | |
|---|-----|
| 1. Follows established practices for communication. | [] |
| 2. Reports observations in a manner that is clearly understood. | [] |
| 3. Demonstrates good listening skills. | [] |
| 4. Appropriately handles confidential information. | [] |

Comments:

Diversity:

Rating

- | | |
|---|-----|
| 1. Shows respect for others and their ideas. | [] |
| 2. Appreciates differences between people in thought and style. | [] |
| 3. Treats others fairly and equally. | [] |

Comments:

Judgment and Problem-Solving Skills:

Rating

- | | |
|---|-----|
| 1. Seeks assistance from immediate supervisor appropriately. | [] |
| 2. Conveys potential problem situations to appropriate authority. | [] |
| 3. Utilizes problem-solving skills effectively, including collecting information, identifying best solution, and implementing action. | [] |
| 4. Performs well in stressful situations. | [] |

Comments:

Initiative, Creativity, and Self Development:

Rating

- | | |
|---|-----|
| 1. Sees what needs to be done and performs appropriately. | [] |
| 2. Is resourceful in finding better ways of doing things. | [] |
| 3. Seeks opportunities for self-growth. | [] |
| 4. Attends department meetings and in-services. | [] |
| 5. Shares knowledge and expertise. | [] |

Comments:

Attendance, Punctuality, and Dependability

Rating

- | | |
|---|-----|
| 1. Conforms to policies on attendance. | [] |
| 2. Conforms to policies on tardiness. | [] |
| 3. Observes authorized breaks; provides proper notification to co-workers or supervisor when leaving. | [] |
| 4. Adapts to change when needed to help meet staffing needs. | [] |

Comments:

Safety, Care and Utilization of Environment, Equipment, and Supplies:

Rating

- | | |
|--|-----|
| 1. Maintains work area in an orderly manner. | [] |
| 2. Demonstrates an understanding of emergency procedures. | [] |
| 3. Follows established procedures for use of supplies and equipment. | [] |
| 4. Demonstrates good stewardship of resources. | [] |

Comments:

Overall Rating

Rating

[]

Comments:

Staff member's comments regarding:

What do I consider this year's successes? _____

Suggestions for improvements in my position: _____

How can my supervisor better support me? _____

Staff member's specific goals to be accomplished during the next year (may relate to identified areas of inconsistencies):

1. _____

2. _____

3. _____

Other staff member comments: _____

Other supervisor comments: _____

Staff Member Signature Date

Supervisor Signature Date