

# College of the Siskiyou

## Supervisory/Confidential Performance Appraisal

<i>Employee:</i> _____	<i>Date Completed:</i> _____
<i>Supervisor:</i> _____	
<i>Evaluation Type:</i> Annual                      3-Month	<i>Evaluation By:</i> Self
7-Month                      11-Month	Supervisor
	<i>Date Due:</i> _____

**Preface:**

Please prepare for this evaluation carefully and accurately. Its value lies in the impartiality and sound judgment used by the evaluator and the person being evaluated. Rate each characteristic or trait independently, yet consistently. Make no entry except where the statement is based on PERSONAL KNOWLEDGE.

**Definition of Ratings:**

- |     |                   |   |
|-----|-------------------|---|
| 4   | Outstanding       | <i>Performs assigned duties in a manner that demonstrates <u>mastery at every level of major responsibility</u>. Results achieved are well beyond the level of performance rated "Above Average".</i> |
| 3   | Above Average     | <i>Consistently demonstrates <u>performance for assigned duties that exceed expectations</u>; employee consistently demonstrates above average performance for assigned duties.</i>                   |
| 2   | Satisfactory      | <i>Performance <u>meets expectations and shows satisfactory attainment of principle objectives</u>.</i>   |
| 1   | Needs Improvement | <i>Performance is <u>unsatisfactory</u> or <u>below average</u> at this time. Employee is assigned routine tasks and assignments require detail checking.</i>   |
| N/A | Not Applicable    | <i>Not applicable or unable to rate at this time.</i>   |

**Part I – Job Performance Criteria:**

Supervisors and employees should review established, specific job duties performed by the employee as stated in the position job description, and the level or standard of expected performance should be identified. Use the above-defined scale to rate the employee on each of the job performance criteria listed on the next several pages. The numerical ratings will be summed and then averaged at the end of the evaluation to yield an overall job performance rating. Use the "Comments" section to indicate both strengths and areas that need improvement.

Evaluation Item:	Comments:	Rating:	
<i>Work Quality</i> <ul style="list-style-type: none"> <li>Consider the extent to which work is accurate, neat, well organized and thorough</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Work Habits</i> <ul style="list-style-type: none"> <li>Consider the employee's effectiveness in organization and use of time</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Meeting Work Commitments</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee completes work assignments and follows established procedures</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Attendance and Punctuality</i> <ul style="list-style-type: none"> <li>Consider the employee's attendance, total time spent on the job, and timeliness of time off</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Organizational Skills</i> <ul style="list-style-type: none"> <li>Consider employee's ability to organize work and prioritize duties</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Dependability and Reliability</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee can be relied upon to carry out responsibilities of the position with minimal or no supervision</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Cooperation and Teamwork</i> <ul style="list-style-type: none"> <li>Consider the employee's ability to work with and through others, and their ability to work effectively as part of a group or team</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		

Evaluation Item:	Comments:	Rating:	
<i>Communication Skills &amp; Interpersonal Relations</i> <ul style="list-style-type: none"> <li>Consider employee's ability to get a verbal or written message across in a clear, organized, and otherwise appropriate manner</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Work Attitude</i> <ul style="list-style-type: none"> <li>Consider the employee's attitude toward work and the College in general</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Adaptability</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee possesses the ability to work under varying conditions, engage in creative problem solving, and adapts effectively as work assignments, the work environment, organizational structure, and related items change</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Demonstration of Initiative</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee shows ingenuity in initiating job duties and readiness to take action</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Judgment and Decision Making</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee effectively incorporates data and facts in decision making and maintains appropriate levels of confidentiality</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Development and Motivation (Supervisors Only)</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee selects, develops, delegates to, and motivates supervisees</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		

Evaluation Item:	Comments:	Rating:	
<i>Performance Management (Supervisors Only)</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee sets clear goals, monitors and appraises performance, and provides feedback to supervisees</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Cost/Budgetary Control (If Applicable)</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee budgets and controls costs effectively and/or achieves budgetary goals</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Safety</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee complies with District safety policies and practices, and reports any unsafe conditions</li> <li><i>(Supervisors Only)</i> Creates and maintains a safe work environment</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Knowledge Required for Growth</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee stays up-to-date on work-related issues and/or skills</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Conscientiousness</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee demonstrates conscientious behaviors to coworkers, students, and members of the community</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		
<i>Job Ownership</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee takes "ownership" of job and job-related responsibilities</li> </ul>	<i>Evaluator:</i>		
	<i>Self:</i>		

Evaluation Item:	Comments:	Rating:		
<i>Planning and Goal Setting</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee sets realistic goals and plans to meet or exceed goals</li> </ul>	<i>Evaluator:</i>			
	<i>Self:</i>			
<i>Conflict Management and Problem Solving</i> <ul style="list-style-type: none"> <li>Consider the extent to which the employee effectively manages conflict and solves problems</li> </ul>	<i>Evaluator:</i>			
	<i>Self:</i>			
<i>Other</i> <ul style="list-style-type: none"> <li></li> </ul>	<i>Evaluator:</i>			
	<i>Self:</i>			
<i>Other</i> <ul style="list-style-type: none"> <li></li> </ul>	<i>Evaluator:</i>			
	<i>Self:</i>			
<b>Sum of all ratings</b> <i>(do not include items that were "N/A" in equation)</i> <b>(max = 92)</b>		<b>A.</b> <i>Evaluator:</i>		
		<i>Self:</i>		
<b>Total number of items rated</b> <i>(do not include items that were "N/A" or blank in count)</i> <b>(max = 23)</b>		<b>B.</b> <i>Evaluator:</i>		
		<i>Self:</i>		
<b>Average Rating = Sum of all ratings (A) divided by total number of questions answered (B)</b> <b>(max = 4)</b> <i>4 = Outstanding      3 = Above Average      2 = Satisfactory      1 = Needs Improvement</i>		<b>C.</b> <i>Evaluator:</i>		
		<i>Self:</i>		

***Part II - Objective, Goals, and Training:***

Supervisors and employees should review progress of documented goals and objectives set forth in previous evaluation and establish new goals and objectives to be accomplished over the next year. Supervisors and employees should also discuss any training needs that should be considered for the next year. *(Attach additional sheet if more space needed).*

	<b>Objectives, Goals, or Training:</b>	<b>Progress (if new, N/A):</b>	<b>Timeline for Completion:</b>	<b>Comments:</b>
<i>Evaluator:</i>				
<i>Self:</i>				
<i>Evaluator:</i>				
<i>Self:</i>				
<i>Evaluator:</i>				
<i>Self:</i>				
<i>Evaluator:</i>				
<i>Self:</i>				
<i>Evaluator:</i>				
<i>Self:</i>				

**Part III -- Narrative:**

Use the space below to comment on the employee's job performance since last evaluation and/or employee's overall contribution to the College. Items to consider are:

- *Summarize employee's strengths, goals and accomplishment*
- *Address concerns or areas that need improvement*
- *Request more training or feedback*
- *Address comments from the current or previous evaluation*
- *Employee's overall contribution to the College*
- *What are the employee's unique contributions*

Evaluator:

Self:

**Part IV - Signatures:**

As a supervisor, I understand that it is my responsibility to evaluate employees in a timely and objective manner. I certify that each job performance criteria was evaluated based on my personal knowledge of the Employee's skills and abilities. I have discussed the results of this report with the Employee and have given him/her the opportunity to complete a self-evaluation.

**Supervisor/Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administrator (if necessary):** \_\_\_\_\_

**Date:** \_\_\_\_\_

I certify that this report has been discussed with me. I also understand my signature below does not necessarily indicate agreement, and that I may make written comments about this evaluation which will be attached and made a part of my permanent personnel file. I have been given the option of completing a self-evaluation. I understand that I will receive a copy of this evaluation.

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by Personnel Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_