

Shorter College Supervisor Performance Evaluation

Employee Name _____ Evaluation Date _____

Evaluator name(s): _____

Evaluation Period _____ Date since last review _____
 (Check one): _____ 6 month review
 _____ Annual review
 _____ Other

Job Title: _____ Years in Job _____

This Performance Evaluation links the college's expectations of professional staff to actual performance. The principal objective of the evaluation is to assist in professional development by identifying strengths and areas for improvement. Evaluations enable management to assess an individual's job performance and determine appropriate promotion opportunities and compensation.

Performance Evaluation Ratings:

- 4 – Exceeds Requirements
- 3 – Meets Requirements
- 2 – Needs Improvement
- 1 – Unsatisfactory

PERFORMANCE FACTORS	EMPLOYEE RATING	SUPERVISOR RATING	COMMENTS/AREAS FOR IMPROVEMENT
<u>Management Knowledge</u> Employee demonstrates knowledge of required laws, regulations, procedures and rules related to their area; demonstrates knowledge of the policies and procedures of the College.			
<u>Productivity/Dependability</u> Employee produces reports, correspondence and other work products with professional competency, quality and thoroughness; meets expected deadlines.			
<u>Decision Making/Problem Solving</u> Employee consistently makes timely and rational decisions based on analysis of relevant information/data; develops solutions rather than just identifying problems; accepts responsibility for decisions and takes proper action when necessary.			
<u>Initiative</u> Employee identifies problems, obstacles or opportunities and takes action to address issues; anticipates problems and takes preventative measures; demonstrates this initiative without being asked to do so.			

Employee Name _____ **Date** _____

<p><u>Communication</u> Employee demonstrates effective verbal and written communication skills; listens effectively; shares necessary information; deals effectively with conflict; avoids negative gossip and influences positive outcomes.</p>			
<p><u>Leadership</u> Employee displays leadership and promotes a shared vision of the College; demonstrates ability to motivate employees to accomplish goals; supports and promotes change management.</p>			
<p><u>Management Performance</u> Employee sets clear, consistent job expectations; clearly defines responsibilities and authority limits of subordinates; recognizes individual capabilities and assigns work accordingly; demonstrates fairness when dealing with employees; counsels employees in both positive and negative circumstances; motivates employees to think and work independently.</p>			
<p><u>Professionalism</u> Employee promotes and treats peers with mutual respect; demonstrates integrity and deals well with ethical and confidential issues; demonstrates commitment to the College's stated mission and goals; deals appropriately with confidential information and maintains discretion.</p>			
<p><u>Fiscal Management</u> Employee maintains appropriate budgetary controls; seeks best use of materials, equipment and staff to maximize efficiency; initiates timely and effective correcting actions; stays within approved budget; makes appropriate budgetary recommendations.</p>			
<p><u>Planning Skills</u> Employee utilizes effective and efficient planning; schedules work distribution among employees efficiently; planning is processed in a strategic and thorough methodology focusing on goals of the College.</p>			
<p><u>Work Environment</u> Employee promotes and supports a respectful workplace; complies and supports general conditions of employment, EEO, security, and workplace safety policies; models ethical behavior and decision-making; ensures compliance with appropriate federal, state laws and College policies.</p>			

Employee Name _____ Date _____

<u>Commitment to the College/Community</u> Employee strives to meet high standards by continually improving the business, practices, processes and results of the College; participates on campus committees, task forces or at campus service events; participates in community based service activities.			
<u>Leadership and Staff Development</u> Employee influences others to achieve department and organizational goals; exhibits effective training skills and provides job training to employees as needed; encourages and supports staff participation in personal and professional development; promotes career growth; provides timely and constructive feedback; encourages and enhances teamwork.			
<u>Attitude</u> Employee displays a positive attitude and shows concern for the College as a whole rather than one's own area; understands and promotes the "big picture" rather than what's best only for one's own operation; performs at the highest level possible to promote positive impact on the organization as a whole.			

Most successful job accomplishment(s) since last performance period: _____

Key strength(s) of employee _____

Specific Area(s) for improvement / development _____

EVALUATION SUMMARY

Employee Name _____ Date _____

The Evaluation Summary is an overall rating and should include both supervisor and employee comments.

Select rating for overall job performance considering all the work factors on evaluation. Supervisor comments are required if the overall job performance level is unsatisfactory.

Overall Job Performance

Exceeds Requirements Meets Requirements Needs Improvement Unsatisfactory

Supervisor Comments

TO BE COMPLETED BY EMPLOYEE BEING EVALUATED

I was given the opportunity to review and discuss my position description.

Yes No

I was given the opportunity to review and discuss the job responsibilities and work standards to be rated during the next evaluation cycle.

Yes No

If the position description was revised for the upcoming year, I received an updated copy.

Yes No No revisions necessary

Employee Comments (optional)

Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)