Staff Performance Appraisal

Incumbent: ______________________________________________________________

Date: ____________________

Position Title: ______________________________________________________________________________________

Department/Division: ________________________________________________________________________________

Appraisal Period: From ________________________________________________________________________________ To ___________________________________

Definitions:
The following definitions apply to rating position responsibilities:
- Clearly Unsatisfactory . . . . . . Below minimum job requirements
- Needs Improvement . . . . . Meets some requirements but fails to meet others
- Fully Satisfactory . . . . Performs required duties
- Exceeds Expectations . . . Consistent performance beyond required duties
- Clearly Outstanding . . . Achieves results of exceptional value

Position-Related Effectiveness:
Comment on observed/measured results supporting rating. Use key responsibilities from job description.
Check appropriate box.

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1. Comments: 

2. Comments: 

3. Comments:
Position-Related Effectiveness, Cont’d:

4. Comments:

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**Position-Related Behavior:**
Comment on observed/measured results supporting rating.  
*Check appropriate box.*

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### 1. COMMUNICATION

Expresses information/thoughts clearly and concisely (oral and written). Keeps communication channels open. Responds to calls/inquiries in a timely, courteous, and professional manner. Projects a positive image with staff, students, faculty, and the community.

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Comments:

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### 2. TECHNICAL KNOWLEDGE

Knows the technical aspects of creating/delivering products and services, and understands the relationship of those served. Keeps current on new products, techniques, or developments in the field.

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### 3. LEADERSHIP/ORGANIZATIONAL SKILLS

Establishes priorities, sets goals, and meets deadlines efficiently. Sets priorities as needed and organizes overall work flow. Quickly identifies problems, makes timely decisions, and notifies affected personnel before implementation. If so assigned, effectively manages and works through staff.

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Comments:

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### 4. FLEXIBILITY/INNOVATION

Adapts well to changing deadlines, priorities, and new duties. Keeps informed of new ideas, analyzes effectiveness of current programs, and develops new services, products, or approaches.

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### 5. TEAM WORK

Demonstrates confidence/ability in all situations and takes charge when appropriate. Offers assistance, makes recommendations, and is supportive of others goals and projects. Willingly supports the College’s goals.

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Comments:

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### 6. CAMPUS-WIDE RESPONSIBILITY

Complies with College policies and procedures. Promotes the College whenever possible. Represents the College at community service activities and promotes the College’s image within the community. Projects professional image at all times.

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Comments:
Overall Evaluation

Note: The overall evaluation should not be an average of the ratings. Appropriate weight should be given to key responsibilities. Check appropriate box.

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Comments:

Manager’s Comments:

Guidelines for Improvement and Growth:

Signatures:

Signature of supervisor _________________________ Date _________________________
Signature of next level of management _______________ Date _________________________
Signature of employee* ___________________________________________________ Date _________________________

*Signing this form indicates acknowledgement that the appraisal has been discussed. It may or may not indicate agreement.

Employee’s Comments: