

**PERFORMANCE APPRAISAL FORM**  
**EXEMPT PROFESSIONAL/ADMINISTRATIVE STAFF**  
**Supervisor Form**

Employee Name:		Position Title:	Department:
Date of Review:	Period of Review:	Date Hired:	
Person Completing Review (please print):			

*The College has identified the following as being important dimensions of success for all employees: job knowledge; quality and quantity of work (including achieving established performance goals); service to customers; interpersonal relations; dependability; initiative; judgment; adaptability; and supervisory skills (when applicable). Taking these various dimensions into account:*

- 1. Summarize the key accomplishments, activities, and/or contributions during the performance period, including particular strengths demonstrated in carrying out job responsibilities.**
- 2. Comment on attainment of performance goals, including goals not attained, and impact on overall performance. Provide recommendations on how goals can be met going forward, if applicable.**

3. **Identify specific performance areas that need to be addressed; describe those areas and indicate what is necessary to bring the performance to an acceptable level that meets both employee and supervisor expectations.**

4. **Summarize contributions both to the department and to the overall success of the College.**

**5. Professional Development**

- a. Identify developmental needs for the current job to enhance current skills or abilities, to develop new skills, or to broaden knowledge.
- b. Identify the types of learning experiences that are appropriate for addressing the developmental needs (i.e. formal and informal courses/workshops, experiential learning, conferences, mentoring, committee participation, special projects, etc.).

6. Overall Assessment

Please check one of the following:

**Exemplary** – Performance completed far beyond expectations and in a manner bringing recognition to the department, division, and/or institution

**Commendable** – Performance completed in a manner worthy of recognition; exceeds expectations of the position

**Competent** – Performance completed satisfactorily in all areas of position; needs minimal supervision

**Needs Improvement** – Performance results are below acceptable standards; demonstrates insufficient understanding of the job; often needs direction regarding work

**Unsatisfactory** – Fails to meet expectations of the position.

*(If performance needs improvement or is unsatisfactory, a performance improvement plan should be completed by the supervisor describing the performance deficiencies and steps necessary to bring the employee's performance to a satisfactory level.)*

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*The employee's signature below indicates that he/she has seen this form. It does not mean that the employee agrees with the manager's overall assessment and/or comments. The employee has thirty (30) days to attach written comments to the review if he/she desires.*

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**Employee**

**Date**

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**Supervisor**

**Date**

**Note:** *A copy of this form along with the employee's self-evaluation and updated job description should be given to the AEC Member, the Supervisor, and the employee. The originals should be sent to the Office of Human Resources for inclusion in the personnel file.*