



Performance Appraisal Form For Administrative and Professional Employees

Name of Employee Being Evaluated:

Name of Evaluator:

Date of Evaluation:

Department:

Job Title:

Time Period Evaluation Covered:

Instructions for use of this document and process:

1. The supervisor and the employee being evaluated meet to review and discuss this form.
2. They set a time for their next meeting to discuss the separate copies they have each completed independently.
3. Both copies should be signed and sent to the HR department for placement in the employee's personnel file.

This document contains the following sections:

- I. Evaluation of Performance Elements
- II. Success and Challenges in Meeting Job Performance Goals for Current Year
- III. Job Performance Goals for Coming Year
- IV. Professional Development/Training Goals for Coming Year

Performance Value/Indicators

5 = Far Exceeds Job Requirements

4 = Exceeds Job Requirements

3 = Effective/Meets Requirements

2 = Needs Improvement

1 = Unsatisfactory

Note: If you have insufficient data or an element is not applicable, please leave the section blank.

I. Evaluation of Performance Elements

Leadership Skills

- ___Actively works toward FVCC's mission & goals
- ___Is committed to and provides excellent customer service
- ___Enhances FVCC's image through participation in external activities
- ___Supports affirmative action and diversity efforts
- ___Provides effective mentoring, motivation, delegation, and training
- ___Uses resources effectively; works within budget; develops realistic alternatives for resolving financial problems
- ___Demonstrates appropriate participation in meetings and other college-related gatherings
- ___Projects professional image

Comments:.

Job Knowledge

- ___Possesses sufficient expertise to successfully perform responsibilities of position
- ___Uses appropriate technology to enhance productivity and outcomes
- ___Readily learns and applies new skills

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Communication & Interpersonal Skills

- ___Is clear and concise in verbal communication
- ___Is clear and concise in written communication
- ___Demonstrates active listening skills
- ___Keeps others adequately informed
- ___Establishes and maintains effective relations with superiors
- ___Establishes and maintains effective relations with peers
- ___Establishes and maintains effective relations with subordinates

Comments:

Teamwork

- ___Balances team and individual responsibilities appropriately
- ___Is objective and open to varying perspectives
- ___Gives and welcomes feedback
- ___Is flexible and adapts well to necessary change
- ___Provides support to team members and recognizes the power of synergy

Comments: .

Accountability / Commitment

- ___Takes responsibility for own actions
- ___Honors commitments, deadlines, schedules
- ___Is self-motivated and willing to take reasonable risks to benefit the College

Comments:

Planning and Organization

- ___Prioritizes duties and responsibilities appropriately
- ___Is prepared for contingencies and adapts quickly to unanticipated events
- ___Requests and utilizes additional resources when necessary

Comments:

Problem Solving and Decision Making

- ___Resolves conflict and problems effectively and in a constructive manner
- ___Considers alternative solutions
- ___Includes appropriate share-holders in process
- ___Gathers sufficient information before decisions are made
- ___Establishes appropriate objectives
- ___Makes decisions in a timely and efficient manner

Comments:

Personal Development

- ___Recognizes possible options and initiates action to improve job performance and personal value in current and future positions

Comments:

II. Success and Challenges in Meeting Goals Set for Current Year
List the goals that were identified for the current year and evaluate success and challenges in meeting these goals.

III. Job Performance Goals for Coming Year

Identify proposed job performance goals as they relate to the department and organizational mission and goals; indicate how they will be met and the target date for completion.

IV. Professional Development/Training Goals for Coming Year

List potential professional development/training goals that may enhance job performance; indicate how they will be met and the target date for completion.

Signature of Evaluator: _____

Date: _____

Signature of Employee: _____

Date: _____

Signature of Supervisor's Supervisor: _____

Date: _____