

# APPRAISAL OF PERFORMANCE FOR PERSONNEL OF MID MICHIGAN COMMUNITY COLLEGE

Name:

Position:

*Evaluation*

Rating *NI= Needs Improvement*      *MS= Meets Standard*      *ES= Exceeds Standards*

CORE VALUE	DESCRIPTION	NI	MS	ES
PEOPLE	Mid creates opportunities for all people by treating them fairly and respectfully. We believe that by valuing diversity in people and ideas, we grow more insightful and compassionate. We maintain open access to education and provide caring, inclusive, and safe learning spaces that promote global considerations, equity, and equality.			
	<b>Maintains good rapport and working relationships with employees and students.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Is a team player; adaptable</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Acknowledges the contributions of others</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Listens and is open to all viewpoints</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Demonstrates empathy, compassion, and respect for all individuals.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Comment:				
Supervisor Comment:				
LEARNING	Mid values the transformational power of learning. We inspire and empower lifelong curiosity, growth, and achievement through teaching and learning. Both within and beyond the classroom, we are student-centered. We hold ourselves to the highest standards of academic rigor and excellence so that students can make a better future			
	<b>Consistently seeks out professional development opportunities and resources</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Consistently shares their knowledge and expertise with students/ college community.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Demonstrates a growth mindset in their language and actions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Demonstrates a willingness to accept responsibility</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Comment:				
Supervisor Comment:				

INTEGRITY	Mid values trust-building through ethical decision-making, transparency, and honesty. We keep our commitments, act consistently and fairly, and make evidence-informed decisions that promote our mission. We are forthright and accountable to our students, employees, and constituents.			
	<b>Consistent and dependable in communication, processes, and follow through.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Takes responsibility for actions, decisions, and the processes that led to them.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Commits time to being informed and to informing the College community. (For example; reads/ posts to Mid Month/ Mid Mich Weekly, regularly attends shared governance meetings and reports back to the team)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Attendance; dependability; receptive to supervision; willing worker; follows procedures</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Solicits/ receptive to feedback on performance and or decisions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Comment:				
Supervisor Comment:				
COMMUNITY	Mid values community and building collaborative relationships. We are careful stewards of our own resources, and we invest in meeting our communities' needs for more engaged, skilled, and thoughtful citizens. Through strong and innovative partnerships, we support economic vitality and broaden our reach.			
	<b>Creates (or participates in) resources, events, activities, and educational programming to benefit and engage our communities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Is a positive force in our communities through volunteering, civic engagement, and service.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Comment:				
Supervisor Comment:				
<b>CORE VALUE</b>	<b>DESCRIPTION</b>	<b>NI</b>	<b>MS</b>	<b>ES</b>
<b>EXCELLENCE</b>	Mid maintains the highest standards. We promote innovation so that our contributions are relevant and meaningful today and in the future. We stay adaptable and responsive to the needs of those we serve, because we serve an ever-changing world. We encourage creative solutions and new, bold approaches. We engage and value passionate leaders at all levels of the institution, because we believe that we are stronger together.			
	<b>Communicates effectively with all departments to achieve excellence.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Accuracy and thoroughness; completed work shows care and good judgment in its preparation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Makes careful decisions that consider our impacts on our students, employees, and communities.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Gives timely and specific feedback to improve student and/ or staff performance.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Meets schedules; amount of work accomplished; makes substantial contribution to continued operation and growth of the college.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Comment:				

Supervisor Comment:				
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Did employee complete Annual Compliance Training?      YES       NO

If No, please explain:

**EMPLOYEE STRENGTHS / CONTRIBUTIONS:** (Completed by supervisor and employee. Please highlight contributions to the department or college as a whole. Identify any significant accomplishments.)

What satisfaction does your employee gain from their work? (To be completed by the employee)

Suggestions for Improvement or general comments. (To be completed by employee and supervisor)

**JOB DESCRIPTION REVIEW**

Duties added / Newly Identified

Duties removed / Unnecessary / Mis - assigned

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PERFORMANCE AGAINST GOALS AND/OR IMPROVEMENTS

Review of Goals and/or Improvements from last Evaluation

Status of Goals and/or Improvements from last Evaluation

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SMART Goals and/or Improvements for next Evaluation

Timeline to Achieve Goals and/or Improvements

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Employee Signature:

Date:

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*Supervisor Signature:*

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*Date:*

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