

This is not intended as a place to create or add new responsibilities not currently performed by the employee.

Employee Strengths/Contributions:

Use this area to emphasize the positive aspects of the employee. If they had any significant accomplishments (i.e. finished a degree, certification, presented at a conference, etc.) or contributed or assisted within the community in a positive aspect. Ideally there would be both employee and supervisor comments listed in this section.

Satisfaction the Employee Gains from Their Work:

How does the employee feel about their position? What do they love about their position? What keeps them doing what they do on a daily basis? Is there an aspect of their position that they may not like to do, but gain satisfaction when the task is complete? Satisfaction could also include aspects of the department they work in, supervisory relationship, or the college as a whole.

Suggestions for Improvement or General Comments:

This area is for any other comments you would like to provide. For Supervisors, if you have an employee that you will be working on a performance improvement plan with, you would document that information here. Ideally there would be both employee and supervisor comments listed in this section.

Performance Against Goals and/or Improvements

From Last Evaluation:

Review any goals that had been set from last performance appraisal. Log the status of these goals (in process, completed, etc.). If you have a new employee and this is their first performance appraisal then you would leave this area blank.

For Next Evaluation:

Assist the employee in goal setting. Goals could be geared toward an improvement the employee needs to make or could be one that may take them several years to reach. Help the employee think about their position and what goals would be beneficial to help them enhance within their position or within the College. A minimum of 2 goals should be set. One goal should be professional (ex. Professional development, certification, learn a new skill, etc.) and the other (or more) should be aligned to advance the Strategic Plan or department initiatives.

Signatures:

This form has the capability to be signed digitally. Click on the signature box. Select Create a new Digital ID. Click Save to File. Save the File on a location on your computer where you can find it. Create your self-signed Digital ID. Click Sign.