

# APPRAISAL OF PERFORMANCE FOR PERSONNEL OF MID MICHIGAN COLLEGE

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

CATEGORY	DESCRIPTION	NI	MS	ES
<b>QUALITY OF WORK:</b>	<b>Accuracy and thoroughness; completed work shows care and good judgment in its preparation.</b>			
Employee Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>QUANTITY OF WORK:</b>	<b>Meets schedules; amount of work accomplished; makes substantial contribution to continued operation and growth of the college.</b>			
Employee Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CATEGORY	DESCRIPTION	NI	MS	ES
<b>WORK HABITS:</b>	<b>Attendance; dependability; receptive to supervision; willing worker; follows procedures; flexible.</b>			
Employee Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>JOB ATTITUDE:</b>	<b>Interest; enthusiasm; willingness to accept responsibility; cooperates with staff; adaptable.</b>			
Employee Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>JOB KNOWLEDGE:</b>	<b>Understanding of principles; methods; or processes.</b>			
Employee Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CATEGORY	DESCRIPTION	NI	MS	ES
<b>ABILITY TO LEARN:</b>	<b>Learns and retains new ideas and methods; uses initiative; reaches sound and logical conclusions; innovative; seeks new ideas and approaches; comprehends easily; promotes a learning culture.</b>			
Employee Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RELATIONSHIP WITH PEOPLE:</b>	<b>Tactful in dealing with staff/students and public; ability to communicate with others; accepts criticism; relates well to supervisor; establishes effective working relationships.</b>			
Employee Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Comment:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did employee complete Annual Compliance Training?  
If No, please explain:

YES

NO

**EMPLOYEE STRENGTHS / CONTRIBUTIONS (Please highlight contributions to the department or college as a whole. Identify any significant accomplishments. Supervisor/ employees both complete)**

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

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

**JOB DESCRIPTION REVIEW**

**Duties added / Newly Identified  
(To be completed by Supervisor/ Employee)**

**Duties removed / Unnecessary / Mis - assigned (To be  
completed by Supervisor/ Employee)**

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## PERFORMANCE AGAINST GOALS AND/OR IMPROVEMENTS

**Review of Goals and/or Improvements from last Evaluation (To be completed by Employee)**

**Status of Goals and/or Improvements from last Evaluation (To be completed by Employee)**

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**Goals and/or Improvements for next Evaluation Period (To be completed by employee)**

**Timeline to Achieve Goals and/or Improvements (To be completed by Employee/ Supervisor)**

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_