



APPRAISAL OF PERFORMANCE FOR PERSONNEL

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.			
	Maintains good rapport and working relationships with employees and students.			
	Is a team player; adaptable			
	Acknowledges the contributions of others			
	Listens and is open to all viewpoints			
	Demonstrates empathy, compassion, and respect for all individuals			
Employee Comment				
Supervisor Comment				

CORE VALUE	DESCRIPTION	NI	MS	ES
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.			
	Seeks out professional development opportunities and resources			
	Willingly shares their knowledge and expertise with students/college community			
	Demonstrates a growth mindset in language and actions			

	Demonstrates a willingness to accept responsibility			
Employee Comment				
Supervisor Comment				

CORE VALUE	DESCRIPTION	NI	MS	ES
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.			
	Consistent and dependable in communication, processes, and follow through			
	Takes responsibility for actions, decisions, and the processes that led to them			
	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, advisory committee, etc. and reports back to team)			
	Attendance; dependability; receptive to supervision; willing worker; follows procedures			
	Solicits/receptive to feedback on performance and or decisions			
Employee Comment				
Supervisor Comment				

CORE VALUE	DESCRIPTION	NI	MS	ES
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.			
	Creates (or participates in) resources, events, activities, and educational programming to benefit and engage our communities			
	Is a positive force in our communities through volunteering, civic engagement, and/or service			
Employee Comment				
Supervisor Comment				

CORE VALUE	DESCRIPTION	NI	MS	ES
EXCELLENCE	Mid maintains the highest standards. We promote innovation so that our contributors 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.			
	Communicates effectively in order to achieve excellence			
	Accuracy and thoroughness; completed work shows care and good judgement in its preparation			
	Makes careful decisions that consider our impacts on students, employees, and communities			
	Gives timely and specific feedback to improve student and/or staff performance			
	Meets schedules; amount of work accomplished; makes substantial contribution to continued operation and growth of the college.			
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 is gained from your work? (To be completed by employee)

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

JOB DESCRIPTION REVIEW

Duties added/Newly Identified	Duties Removed/Unnecessary/Mis-assigned

PERFORMANCE AGAINST GOALS AND/OR IMPROVEMENTS

Review of Goals and/or Improvements from last Evaluation	Status of Goals and/or Improvements from last Evaluation

SMART Goals and/or Improvements for next Evaluation	Timeline to Achieve Goals and/or Improvements

Employee Signature:

Date:

Supervisor Signature:

Date: