

APPRAISAL OF PERFORMANCE FOR PERSONNEL OF MID MICHIGAN COMMUNITY COLLEGE

Name: Jimmy Sample Position: Coordinator

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

CATEGORY	DESCRIPTION	NI	MS	ES
QUALITY OF WORK:	Accuracy and thoroughness; completed work shows care and good judgment in its preparation.			
Employee Comment:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisor Comment:	<p>Jimmy's work is outstanding most of the time. However, there have been 3 projects over the last year that have had mistakes or not been of the quality that is expected from him. These errors impacted the team by delaying our ability to meet the deadlines. These specific projects are:</p> <p>#1, #3, #4</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
QUANTITY OF WORK:	Meets schedules; amount of work accomplished; makes substantial contribution to continued operation and growth of the college.			
Employee Comment:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervisor Comment:	<p>Jimmy's work is usually very well done. On a few occasions Jimmy has failed to manage his time and workload to allow him the time necessary to complete the projects to his typical error-free level.</p>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

CATEGORY	DESCRIPTION	NI	MS	ES
----------	-------------	----	----	----

WORK HABITS:	Attendance; dependability; receptive to supervision; willing worker; follows procedures; flexible.			
---------------------	---	--	--	--

Employee Comment:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-------------------	--	-----------------------	-----------------------	-----------------------

Supervisor Comment:	Jimmy is a very willing worker, is flexible, follows procedures, and is a dependable employee.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
---------------------	--	-----------------------	-----------------------	----------------------------------

JOB ATTITUDE:	Interest; enthusiasm; willingness to accept responsibility; cooperates with staff; adaptable.			
----------------------	--	--	--	--

Employee Comment:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-------------------	--	-----------------------	-----------------------	-----------------------

Supervisor Comment:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---------------------	--	-----------------------	-----------------------	-----------------------

JOB KNOWLEDGE:	Understanding of principles; methods; or processes.			
-----------------------	--	--	--	--

Employee Comment:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-------------------	--	-----------------------	-----------------------	-----------------------

Supervisor Comment:		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
---------------------	--	-----------------------	-----------------------	-----------------------

CATEGORY	DESCRIPTION	NI	MS	ES
ABILITY TO LEARN:	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.			
Employee Comment:		○	○	○
Supervisor Comment:		○	○	○
RELATIONSHIP WITH PEOPLE:	Tactful in dealing with staff/students and public; ability to communicate with others; accepts criticism; relates well to supervisor; establishes effective working relationships.			
Employee Comment:		○	○	○
Supervisor Comment:		○	○	○

Did employee complete Annual Compliance Training?

YES

NO

If No, please explain:

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

Jimmy has been a great asset to our team over the last year specifically his work on contributed to the overall success of the project...

What satisfaction does your employee gain from their work?

Jimmy prefers projects where he can really dig into data to find concrete information he can use to improve the work of the team and our impact on students. He is very motivated by being able to check off boxes on his to do list and knowing specifically what needs to be accomplished.

Suggestions for Improvement or general comments.

Jimmy should revisit his work priorities on a regular basis and update his supervisor on his progress on projects routinely at the weekly meeting. Jimmy should be careful to manage his time and ask for help if his ability to complete a project on time is ever in question.

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

Goals and/or Improvements for next Evaluation Period

Timeline to Achieve Goals and/or Improvements

(Strategic Plan Goal 10.3) Develop and implement a student feedback survey that will provide data regarding the students experience at 4 specific times during a student's academic career

Survey development - December
Implementation and delivery schedule by May

Increase leadership competency in communication by participation in CLL training, and completing the Emotional Intelligence onlice training certification.

Ongoing, online certification complete by February

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____