

CANKDESKA CIKANA COMMUNITY COLLEGE PERFORMANCE APPRAISAL AND DEVELOPMENT REVIEW

Employee Name: _____ Department: _____

Program: _____ Position: _____

How Long: _____

Date this review: _____ Date last review: _____

Purpose of Evaluation: Probationary ___ Disciplinary ___ Annual ___ Other ___

SECTION I

- Study each performance factor very carefully before rating the employee. Be sure to evaluate each of the factors separately. A common mistake in rating an individual is the tendency to rate them "Outstanding" on every factor, or "Unsatisfactory" based on the overall picture one has of the person being rated. This is known as the HALO EFFECT; however, everyone has strong points and weak points and these should be indicated on the rating scale.
- It is important that you compare each employee you rate to the same standard. At no time should prejudice, partiality, or spite influence the rating. While it is true that inexperienced employees will generally score lower than those who have experience, such an approach will allow you to measure each employee's progress, or lack of progress, and discuss these items with the employee.
- As you rate the employees, you will find that each factor has five (5) different levels of performance with each level having a "Low" to "High" range of values. You must decide which value comes closest to describing the employee and place an "X" over or on top of the value. The completed Section I should have exactly seven (7) "X" marks, one in each of the eight performance factors.
- After evaluating the employee on these performance factors, total all of the amounts under your "X" marks in the space provided on the following page, and write your constructive comments for improvement or praise for these factors. Comments on your ratings are REQUIRED.

1. QUALITY OF WORK

L	Unsatisfactory	H	L	Below Standard	H	L	Satisfactory	H	L	Above Standard	H	L	Outstanding	H
0		5	6		10	11		15	16		20	21		25

Slow Worker. Does very little work & wastes time.	Works at a slow pace. Needs encouraging.	Works at a steady pace. Meets minimum requirements.	Works fast. Often exceeds requirements.	Very fast & prompt worker. Consistently exceeds requirements.
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2. QUANTITY OF WORK

L	Unsatisfactory	H	L	Below Standard	H	L	Satisfactory	H	L	Above Standard	H	L	Outstanding	H
0		5	6		10	11		15	16		20	21		25

Poor quality of work. Continually makes errors. Requires excessive checking and rework.	Careless. Inclined to make mistakes. Work barely acceptable.	Meets minimum requirements of accuracy and neatness, average quality of work needs normal supervision.	Exceeds minimum requirements of accuracy & neatness w/very few errors, carries out instructions well, needs little supervision.	Consistently high degree of accuracy and neatness; work can be relied upon very little rework, seldom needs supervision.
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3. JOB KNOWLEDGE

L	Unsatisfactory	H	L	Below Standard	H	L	Satisfactory	H	L	Above Standard	H	L	Outstanding	H
0		5	6		10	11		15	16		20	21		25

Definite lack of knowledge. Very little understanding of job duties. Needs considerable instructions.	Inadequate knowledge of duties. Understanding of job duties not sufficient.	Has adequate knowledge of duties. Needs a little additional instruction.	Good knowledge of duties. Well informed. Occasionally needs direction.	Excellent understanding of job assignments. Requires very little direction. Extremely capable.
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4. ATTENDANCE

L	Unsatisfactory	H	L	Below Standard	H	L	Satisfactory	H	L	Above Standard	H	L	Outstanding	H
0		5	6		10	11		15	16		20	21		25

Often absent or tardy. Does not report absence or tardiness in advance. Very undependable.	Erratic in attendance and punctuality. Seldom reports absence or tardiness in advance. Not dependable.	Occasionally absent or tardy. Reports absence or tardiness in advance.	Seldom absent or tardy. Always reports absence or tardiness in advance. Dependable.	Excellent attendance record. Always at work and on time. Very Dependable.
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5. ATTITUDE

L	Unsatisfactory	H	L	Below Standard	H	L	Satisfactory	H	L	Above Standard	H	L	Outstanding	H
0		4	5		8	9		12	13		16	17		20

Difficult to work with. Chip-on shoulder attitude. Uncooperative. Rude.	Occasionally unwilling to follow orders w/o argument, stubborn.	Tries to cooperate. Usually agreeable and obliging.	Cooperative most of the time. Interested in work. Quick to offer assistance.	Always cooperative. Shows a high interest in work. Goes out of way to help. Pleasant.
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6. VERSATILITY/ABILITY TO WORK WITH OTHERS

L	Unsatisfactory	H	L	Below Standard	H	L	Satisfactory	H	L	Above Standard	H	L	Outstanding	H
0		3	4		6	7		9	10		12	13		15

Seems unable to learn new tasks; uncooperative; cannot adjust from one job to another.	Learns new tasks slowly; performance impaired when required to work with others.	Works well with others; able to perform several related tasks; handles new assignments with some difficulty.	Cooperative when working with others; learns new tasks easily; handles new assignments with minimum amount of difficulty.	Very cooperative; masters new tasks easily; handles various assignments without difficulty.
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7. INITIATIVE

L	Unsatisfactory	H	L	Below Standard	H	L	Satisfactory	H	L	Above Standard	H	L	Outstanding	H
0		3	4		6	7		9	10		12	13		15

Never volunteers to undertake work. Requires constant prodding to do work. Has no drive or ambition.	Needs some prodding to do work. Dislikes responsibilities. Has very little drive. Believes in just getting by.	Seldom seeks new tasks. Will accept responsibilities when necessary, does not go out of way. Routine worker.	Occasionally seeks new tasks. Works well when given responsibility. Makes occasional suggestion.	Definitely a self-starter. Goes out of way to accept responsibility. Very alert and often constructive.
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EMPLOYEE AND SUPERVISOR COMMENTS

SCORING

	Trait No.	Score
	1	
	2	
	3	
	4	
	5	
	6	
	7	
Total		

EMPLOYEE DEVELOPMENT

SECTION III

Job Related Activities

List specific activities undertaken since last review. Include education and training, such as workshops, seminars or educational course work.

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Employee Career Development

What are the incumbent's near and long-term career objectives? Comment on or suggest action to be taken for growth in present position or upward moves within the organization.

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Performance Development Action Plans

What specific action can the incumbent take to improve his/her performance in this position? What specific action can the supervisor take to support these efforts?

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Employee Comments

Incumbent is encouraged to comment on the overall Performance Appraisal or specific action plans listed above.

Prepared by _____ Date _____

Reviewed by _____ Date _____

I have read and discussed this Appraisal with my supervisor.

Employee Signature _____ Date _____