

**JOB PERFORMANCE APPRAISAL**  
**Monroe County Community College**  
Administrators

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

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

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

Evaluation Period: \_\_\_\_\_

**Instructions:**

Supervisors write comments to describe the work performance in each of the following key result areas or categories. If possible, include observations of actual performance. Several examples of behavior are included under each key result area. These are not meant to be inclusive of all proper behaviors for the category. Indicate the overall performance level rating for each of the key result areas or categories.

Have the Administrator complete the narrative portion of the form. Discuss their goals to be accomplished and provide recommendations.

One completed appraisal form of the combined supervisor and employee ratings/comments should be made available for the personnel file. Each of you needs to sign the personnel file copy. You and the employee each maintain a copy.

**Rating Code:**

**E = Excellent Performance:** Performance that “consistently exceeds” job requirements. Outstanding execution of all responsibilities of the position. High quality of results is clearly obvious to any knowledgeable observer.

**G = Good Performance:** Performance that “sometimes exceeds” job requirements. Does some assigned work above expected levels of responsibilities.

**S = Satisfactory Performance:** Performance “adequately meets” the standards for the job. Does assigned work of the position.

**U = Unacceptable Performance:** Performance “does not meet” the standards for the job. Does assigned work in an unsatisfactory manner.

**Administration and Planning:**

- Follows up on problems and decisions.
- Maintains controls over areas of accountability.
- Keeps own areas of responsibility and all associated procedures functioning smoothly over extended periods of time.
- Foresees changes and trends relevant to area of responsibility.
- Established both short and long term plans to meet future needs.

**Comments:****Rating [    ]**

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**Budgetary Controls:**

- Accurately forecasts and maintains budgetary projections.
- Controls operating costs by effectively utilizing staff, materials, and equipment.
- Carefully monitors expenditures.
- Contributes to budgetary planning by providing comprehensive justification for budgetary requests.
- Shows innovation in reducing expenses.

**Comments:****Rating [    ]**

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**Professional Development of Others:**

- Encourages continuous professional growth and learning of others.
- Systematically meets with employees to assess training/development needs.
- Demonstrates continuous professional growth and learning.
- Motivates staff to achieve agreed upon staff's goals and objectives.

- Identifies staff member development needs and provides training, coaching, and feedback.

**Comments:**

**Rating [ ]**

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**Collaboration and Cooperation:**

- Interacts and cooperates with others to ensure objectives and goals are met.
- Addresses and resolves conflicts effectively.
- Promotes departmental and interdepartmental teamwork/relationships.
- Promotes an integrated effort in administration by cooperating with others.
- Works with others for the common good; acts in the best interest of the College.

**Comments:**

**Rating [ ]**

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**Diversity:**

- Shows respect for others and their ideas.
- Appreciates differences between people in thought and style.
- Treats others fairly and equally.
- Promotes diversity efforts applicable to the department/division.
- Maximizes the individual talents on the team.

**Comments:**

**Rating [ ]**

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**Leadership Qualities:**

- Highly ethical and professional behavior.
- Serves on committees and participates in activities, furthering the College and the community.
- Makes recommendations and shares information about the organizational development.
- Executes directions/plans in support of the College mission, vision, and strategic plan.
- Strives to incorporate innovation, in department/division function.

**Comments:****Rating [    ]**

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**Overall Rating:****Comments:****Rating [    ]**

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**Administrator's comments regarding:**

What do I consider this year's successes? \_\_\_\_\_

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Suggestions for improvements in my position: \_\_\_\_\_

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How can your Supervisor assist you in the achievement of your goals? \_\_\_\_\_

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Specific goals to be accomplished during the next year:

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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\_\_\_\_\_  
**Administrator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

**JOB PERFORMANCE APPRAISAL**  
**Monroe County Community College**  
Support Staff & Maintenance

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

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Annual Evaluation Period: \_\_\_\_\_

**Code:**

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**S** = Supervisor

**E** = Employee

**Knowledge and Task Performance in Position:**

1. Performs duties as defined in job description.
2. Demonstrates understanding of department and campus policies and procedures.
3. Meets deadlines.
4. Sets priorities appropriately.
5. Learns new procedures within acceptable timeframe.

Comments/Specific Examples:

**S**

**E**

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**Cooperation and Relationship with Others:****S****E**

1. Cooperates with other staff.
2. Maintains good working relationship with supervisor.
3. Approaches others cooperatively and professionally.
4. Expresses concerns appropriately.

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Comments/Specific Examples:

**Communication:****S****E**

1. Follows established practices for communication.
2. Reports observations in a manner that is clearly understood.
3. Demonstrates good listening skills.
4. Appropriately handles confidential information.

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Comments/Specific Examples:

**Judgment and Problem-Solving Skills:****S****E**

1. Seeks assistance from immediate supervisor appropriately.
2. Conveys potential problem situations to appropriate authority.
3. Utilizes problem-solving skills effectively, including: collecting information, identifying best solution, and implementing action.
4. Performs well in stressful situations.

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Comments/Specific Examples:

**Initiative, Creativity and Self Development:****S****E**

1. Sees what needs to be done and performs appropriately.
2. Is resourceful in finding better ways of doing things.
3. Seeks opportunities for self-growth.
4. Attends department meetings and in-services.
5. Shares knowledge and expertise.

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Comments/Specific Examples:

**Attendance, Punctuality and Dependability:****S****E**

1. Conforms to policies on attendance. — —
2. Conforms to policies on tardiness. — —
3. Observes authorized breaks; provides proper notification to co-workers  
or supervisor when leaving. — —
4. Adapts to change when needed to help meet staffing needs. — —

Comments/Specific Examples:

**Personal Appearance:****S****E**

1. Dresses appropriately for work. — —
2. Grooms appropriately for work. — —

Comments/Specific Examples:

**Safety, Care and Utilization of Environment, Equipment and Supplies:****S****E**

1. Maintains work area in an orderly manner. — —
2. Demonstrates an understanding of emergency procedures. — —
3. Follows established procedures for use of supplies and equipment. — —
4. Demonstrates good stewardship of resources. — —

Comments/Specific Examples:

**Overall Rating**

—

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Comments:



**Employee's comments regarding:**

1. What do I consider this year's successes? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Suggestions for improvements in my position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How can my Supervisor better support me? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff Member's specific goals to be accomplished during the next year: (may relate to identified areas of inconsistencies).

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Staff member's comments about this appraisal: \_\_\_\_\_

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Supervisor's comments about this appraisal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**SUPERVISOR PERFORMANCE APPRAISAL**  
**Monroe County Community College**

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

Evaluation Period: \_\_\_\_\_

**Instructions:**

In order for supervisors to be as effective as possible in their jobs, constructive feedback from the staff members they supervise is beneficial. Staff members are encouraged to complete this form and **return it to the Office of Human Resources** where the data will be compiled, summarized, and shared with the supervisor. Adherence to anonymity will be exercised throughout the process.

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**Communications:**

How well does my supervisor listen, communicate (writer and verbal) and provide effective and timely communication to teach members?

**Comments:**

**Rating [    ]**

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**Professional Development:**

How well does my supervisor identify employee development needs and provide training, coaching, and career guidance?

**Comments:**

**Rating [    ]**

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**Team Building:**

How well does my supervisor foster a cohesive, supportive work environment and enhance employee morale through use of feedback and recognition?

**Comments:**

**Rating [    ]**

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**Performance Management:**

How well does my supervisor guide the team in setting goals/expectations? How well does my supervisor clearly define duties and responsibilities?

**Comments:**

**Rating [    ]**

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**Delegation/Accessibility:**

How well does my supervisor prioritize and assign work effectively? How well do they organize staff and delegate responsibility to empower the team to meet department objectives? How available are they to the team?

**Comments:**

**Rating [   ]**

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**Support:**

How can my supervisor better support me?

**Comments:**

**Rating [   ]**

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**Overall Rating:**

**Comments:**

**Rating [   ]**

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## **START YOUR HEART!**

### **Cardio Challenge**

#### **Fitness Program**

- fitness program, highlighting both increased cardio and muscle tone
- form of exercise varies (e.g., walking, jogging, jumping rope, sit-ups, push-ups, swimming, riding bike, tennis, basketball, climbing stairs, raking leaves, aerobics, playing tag/Frisbee/golf, marching in place)
- team captains e-mail the number of hours per week exercised to Molly, Program Coordinator

#### **Coach/Fitness Guru – Stacy Jenkins**

#### **Program Details**

- team competition – (5) member teams
- program will run from April 16 – June 24 (10 weeks)
- team members will meet (3) times during the program
- body fat testing taken (2) times by Corey Miller, Certified Personal Trainer, Life Styles Training Coordinator
- Turbo Kick classes taught by Corey (3) times
- Nutrition and exercise tips provided by Stacy

#### **Program Meetings:**

Kick Off - April 16, 10:00-11:00am, Cellar

Mid-Meeting Check-in – May 16, 3:00-4:00pm, Cellar

Celebration Wrap-Up – July 2, 2:00-3:00pm, Cellar

#### **Body Fat Testing (optional):**

April 16, 4:30-6:00pm, A-173b

June 26, 5:00-6:30pm, A-173b

#### **Turbo Kick Classes – high/low intensity**

April 30, 5:00-6:00pm, HEB-Dance/Aerobics Rm.

May 10, 5:00-6:00pm, HEB-Dance/Aerobics Rm.

June 14, 5:00-6:00pm, HEB-Multi-Purpose Rm. (south end)

**1st and 2<sup>nd</sup> Place Team will receive prizes**

**Door prizes: pedometers, t-shirts (please e-mail me your size.)**

# Active for LIFE

*A Workplace Physical Activity Program*

## Good Health and Productivity

The American Cancer Society knows that helping your employees stay fit is a great way to enhance your workplace environment. Research shows that employees who are healthy and productive have a significant impact on your organization's ability to achieve its mission.

### How does It Work?

Active for Life is a 10-week worksite physical activity program designed to promote health awareness and physical fitness. Active for Life encourages participants to be more active on a regular basis by combining individual and group strategies that help people change their behavior.

• Set a personal goal for regular physical activity -- anything from moderate activities like walking to more intense ones like running. You record your daily activity on a Life Points log for 10 weeks. You may participate as an individual or as part of a team, and you will receive tools and support to help you reach your goal.

An online tracking tool is now available that provides:

- Health content customized to match employees' stages of change readiness.
- Interactive wellness tools and resources.
- Online physical activity log book.
- Automated point tracking.
- Built-in measurement and analysis.

800.ACS.2345  
[www.cancer.org](http://www.cancer.org)

Hope.Progress.Answers.®



### Company Action

- Name an Active for Life program coordinator who will oversee the program implementation within the company.
- Recruit individuals within the worksite to be trained as team captains.
- Hold program kick-off and wrap-up events.
- Utilize worksite communication channels to promote the program, encourage and recognize employee participation.
- Communicate results of the program to the American Cancer Society and worksite management.

### American Cancer Society Action

- Provide company with a complete Active for Life program implementation manual free of charge (a minimum value of \$300).
- Train company Active For Life program director on program implementation.
- Assist company Active For Life program director in training team captains within the worksite.
- Provide consultation before, during and after the program.
- Provide brochures and educational materials as needed.

- Obesity costs US companies more than \$13 billion annually in health care costs and lost productivity.
- Physically active people have a lower risk of heart disease, stroke, diabetes and cancer, which account for 75% of health care costs.