

THE COLLEGE OF
WOOSTER

2015 SALARIED STAFF ANNUAL PERFORMANCE APPRAISAL

Employee Name: _____ Title: _____

Department: _____ Date of Review: _____

Evaluator Name: _____ Evaluator Title: _____

***Performance factors rated as 'Does Not Meet expectations', Exceeds Expectations', or 'Greatly Exceeds expectations' must be supported with written comments. Comments are suggested for each rating area.**

ATTENTION TO DETAIL Employee accurately and thoroughly completes an acceptable amount of work within college policies and guidelines.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

ADAPTABILITY: Employee fits into a changing working environment; demonstrates versatility, the ability to adjust to changing job or organizational requirements, and ease with learning and/or accepting new and different duties.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

COMMUNICATION: Employee demonstrates written and oral effectiveness, presents ideas in a coherent manner, demonstrates effective listening skills, and is considerate of varying viewpoints.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

TECHNICAL APTITUDE: Employees ability to relate to topics which require an understanding or specialized knowledge.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

Supervisor Initials _____

Employee Initials _____

PRODUCTIVITY: Employee uses initiative to develop and enhance productivity methods to enhance efficiency.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

WORK ETHIC: Employee reflects a commitment to a just day's work. Employee consistently meets deadlines and uses time effectively. S/he demonstrates regular attendance, punctuality, and adaptability in meeting assignments.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

TEAMWORK/COLLABORATION: Employee works effectively with others. S/he assumes shared responsibility to group and team goals and purpose, and is respectful of the ideas and contributions of others. S/he provides and accepts constructive feedback and supports a positive work environment by cooperating in a professional manner with others.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

BUDGET & RESOURCE MANAGEMENT: Employee is a good steward of college resources. S/he uses college resources for work-related business in accordance with college policy. S/he meets budgets and uses materials and equipment wisely.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

JUDGEMENT/DECISION MAKING: Employee uses good judgment in handling tasks, developing plans, making decisions, and taking actions. S/he accepts responsibility for meeting expectations of assigned role and is accountable for her/his decisions and actions and their consequences. S/he identifies problems and operates to address them or have them addressed by others as appropriate.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

LEADERSHIP: Employee helps others in doing a better job by creating a supportive environment. S/he uses persuasion to encourage and enact change. The employee coaches, facilitate, and encourages growth in others. S/he collaborates in the development of community and achievement of goals.

<input type="checkbox"/> N/A	<input type="checkbox"/> Does Not Meet Expectations	<input type="checkbox"/> Minimally Meets Expectations	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Greatly Exceeds Expectations
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COMMENTS: _____

Supervisor Initials _____

Employee Initials _____

Overall Performance

<input type="checkbox"/>	Greatly Exceeds Expectations The employee is superior in all phases of the position at all times. S/he needs no supervisory assistance.
<input type="checkbox"/>	Exceeds Expectations The employee consistently exceeds established standards of performance. S/he does more than is expected.
<input type="checkbox"/>	Meets Expectations The employee satisfactorily meets established standards of performance.
<input type="checkbox"/>	Minimally Meets Expectations The employee has not mastered all facets of her/his position and does not satisfactorily meet established standards of performance.
<input type="checkbox"/>	Does Not Meet Expectations The employee consistently fails to meet established standards of performance.

Performance Improvement Plan

If the overall rating is "Does Not Meet Expectations", a Performance Improvement Plan **must** be attached.

Attached Not required

Additional Supervisor Comments

Supervisors are to use this section to comment on overall performance, goals, expectations, etc. Performance factors rated as 'Does Not Meet expectations' or 'Greatly Exceeds expectations' must be supported with written comments.

Supervisor Initials _____

Employee Initials _____

Employee Comments

Employees are to use this section to comment on their performance appraisal.

No written comment

Comments below

Attached comments

<u>Current Annual Salary</u>	<u>Raise Increase % (based on eval)</u>	<u>New Annual Salary</u>

****This change will become effective on September 1, 2015, and will be realized in the September 25, 2015 pay.***

SIGNATURES:

Employee Signature: _____ Date _____

I have completed the self-appraisal and reviewed the supervisor appraisal portion with my supervisor.

*I have been offered a copy of my appraisal. YES NO

Supervisor Signature: _____ Date _____

I have reviewed this appraisal with the staff member.

Human Resources Signature: _____ Date _____

Vice President Signature: _____ Date _____

Supervisor Initials _____

Employee Initials _____