

Hampden-Sydney College



Annual Performance Review for Exempt Supervisors

Evaluation Period: April 1, 2015 – April 1, 2016

Employee Name:	Date:
Position Title:	Supervisor:

Instructions: Evaluate the employee on the job now being performed.

Key Performance Factors: Check (X) the box beside the descriptions which most nearly express your overall judgment on each quality. These qualities should assist you composing an overall statement of appraisal.

Statement of Personal Appraisal: Write a brief narrative about the employee. This area should cover strengths and weaknesses.

The care and accuracy with which this appraisal is made will determine its value to you, the employee, and the College.

PERFORMANCE FACTOR RATINGS: Using the following definitions, check the box that most closely describes the employee's performance for each of the required performance factors. If a performance factor does not apply, please leave blank.

1. **Unsatisfactory** – Performance falls below expectations on several critical job requirements and responsibilities. Demonstrates a lack of adequate job knowledge and requisite competencies after sufficient time and training have been received. *(Comments must cite specific performance/behavioral issues that justify this rating and the disciplinary or performance planning needed to correct it.)*
2. **Improvement Required** – Employee performance does not always meet standards or expectations. Meets most objectives and expectations but definite areas exist where achievement is falling short of being fully successful. Individual may still be learning the job and/or functions and requires additional time to develop. *(Goals should address this rating and include standards and expectations that need to be met in order to improve and the process that will be implemented in order for the employee to improve their performance.)*
3. **Effective** – Employee fully meets requirements and expectations. Employee requires a normal degree of supervision. Knowledge and performance are solid and demonstrate a competent level of skill. Employee's contribution to the success of the team is significant.
4. **Commendable** – Performance fully meets and often exceeds requirements and expectations. Employee requires minimum supervision. Performance is strong and demonstrates a high level of skill. Employee's contribution is substantial.
5. **Exemplary** – Performance far exceeds all job standards and expectations. Employee requires little or no supervision. Performance regularly approaches the best possible attainment and demonstrates an extraordinary level of skill. Employee's contribution is extensive and consistent. *(Comments should speak to specific examples or performance that justifies this rating for each factor area rated at this level.)*

Key Performance Factors

These qualities should assist you with composing an overall statement of appraisal.

Job Knowledge:

Consider degree of job knowledge relative to length of time in the current position. Consider the individual's efforts to learn new skills and maintain up-to-date job related information. Applies technical and procedural know-how to get the job done; understands job duties and responsibilities; has necessary job skills and knowledge; understands and promotes department mission and values; keeps informed of the latest developments in the area of specialty; monitors events which impact functional areas.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Teamwork/Collaboration:

Successfully works with others to achieve desired results; contributes to team projects; exchanges ideas, opinions; helps prevent, resolve conflicts; develops positive working relationships; is flexible, open-minded; promotes mutual respect.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Productivity:

Maintains fair work load; takes on additional responsibilities as needed; manages priorities; develops and follows work procedures; completes assignments on time and to specifications.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Customer Orientation:

Listens, identifies, and responds quickly and effectively to internal and external customers' needs and sets work activities accordingly; goes beyond what is expected and follows up to ensure customer satisfaction.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Quality:

Demonstrates accuracy, thoroughness, and reliability; manages time and priorities; develops and follows work procedures.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Diversity:

Treats everyone equitably and fairly; embraces diversity in daily work life; works with diverse groups of employees comfortably and willingly.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Time Management:

Is punctual for work and meetings; demonstrates flexibility and adaptability to work the necessary time to achieve results; provides proper notification or advance notice for absences.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Budget and Cost Containment (if applicable):

Makes wise use of and/or approval for use of College resources; demonstrates ability to forecast and maintain budgetary projections; budgets for planned work activities and properly allocates financial resources to accomplish these goals.

Exemplary Commendable Effective Improvement Required Unsatisfactory

Performance Rating Factors for Supervisory Duties

Instructions: Following are six appraisal factors that are considered to be key measures for staff members who carry supervisory responsibilities. Each factor includes descriptive information that should help you focus on how these qualities relate to supervisory duties.

A. **Leadership:** Demonstrates the ability to motivate others, to foster employee morale and satisfaction; the ability to apply College practices in a fair and professional manner.

Exemplary Commendable Effective Improvement Required Unsatisfactory

B. **Communication:** Effectively conveys and receives ideas, information, and directions; demonstrates the ability to communicate clearly (written and verbal); listens effectively; keeps supervisors, subordinates and peers adequately informed.

Exemplary Commendable Effective Improvement Required Unsatisfactory

C. **Decision Making:** Demonstrates the ability to identify problems, gather and organize facts, evaluate options and make reasoned and effective final decisions.

Exemplary Commendable Effective Improvement Required Unsatisfactory

D. **Staff Development:** Demonstrates ability to effectively manage the personal and professional growth of staff. Also includes how well responsibility and authority are delegated to staff in order to promote the productivity and professionalism of staff.

Exemplary Commendable Effective Improvement Required Unsatisfactory

E. **Planning and Implementation:** Demonstrates the ability to develop realistic plans; utilizes resources (e.g., time, money, facilities, materials, equipment, employees' skills, etc), and accomplish objectives in timely manner.

Exemplary Commendable Effective Improvement Required Unsatisfactory

F. **Internal Controls:** Demonstrates a commitment to strong internal controls, including support of the sound financial condition of the College, overall good business practices and management, and upholding the College's values and policies.

Exemplary Commendable Effective Improvement Required Unsatisfactory

STATEMENT OF PERSONAL APPRAISAL

Instructions: Write a brief narrative about the employee. This area should cover strengths and weaknesses.

OBJECTIVES

I. Performance Plan: Identify specific actions/behaviors the employee needs to either start doing, stop doing, and/or continue in the upcoming performance period.

What is your overall evaluation of employee?

Exemplary Commendable Effective Improvement Required Unsatisfactory

II. Employee Comments: Enter below any comments you wish to make about your appraisal or the objectives for the upcoming year.

SIGNATURES

Employee _____

Date: _____

Immediate Supervisor _____

Date: _____

Cabinet Officer _____

Date: _____

Director of Human Resources _____

Date: _____