

Staff **Evaluator** Review Form

Appraisal Type:

Annual Review
 PIP

New Employee
 30 Day: (Period) to
 90 Day: (Period) to

Position Transfer
 30 Day: (Period) to
 90 Day: (Period) to

Employee Name:

Barton ID:

Department:

Position Title:

Supervisor:

Staff Performance Standards	Supervisor Evaluator				Employee			
	Y	N	N/A	Comments (Provide examples of where an employee met or did not meet a standard. A comment must be made if a standard was not met.)	Y	N	N/A	Comments (Provide examples of how you met or did not meet a standard.)
Job Knowledge: Employee demonstrates knowledge of information, procedures, materials, equipment and techniques required for proficient performance in completing work assignments.								
Quality of Work: Employee's work meets specified standards of quality and is consistently complete and accurate.								
Productivity: Employee produces an appropriate volume of work and completes assignments within specified time and according to deadlines.								
Accepts Responsibility: Employee willingly accepts full accountability and responsibility for actions and work and requires minimal supervision.								
Dependability: Employee adheres to reliable attendance standards and reports to work on time and begins work promptly.								

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<p>Initiative: Employee demonstrates resourcefulness and persistence in developing and improving work methods/results and takes independent action where appropriate.</p>								
<p>Attitude: Employee maintains a positive work attitude and displays motivation and interest in their work. Easily adapts to new situations and changes in routines.</p>								
<p>Work Ethics: Employee exhibits honesty and integrity in performing their work assignments. Adheres to laws and college policies, procedures and work practices.</p>								
<p>Student/Public Contacts: Employee projects a positive, professional attitude and demonstrates patience, consideration, and respect for others.</p>								
<p>Interpersonal Relationships: Employee develops cooperative, professional working relationships with supervisors, co-workers, and other departmental employees. Works effectively as a team member.</p>								
<p>Communication: Employee demonstrates ability to comprehend and communicate directions and instructions clearly and effectively. Presents information objectively in a clear, concise, and logical manner.</p>								
<p>Organization: Employee plans and organizes work to meet objectives. Effectively establishes and manages work priorities.</p>								
<p>Decision Making: Employee makes timely, logical decisions based on available information and reasonable assumptions. Gathers, develops, and analyzes data and information to support decisions.</p>								

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Leadership: Employee demonstrates the ability to motivate staff and gain their support, cooperation, and commitment. Develops a positive work atmosphere, promotes staff participation and fosters teamwork.							
Supervisor Performance Standards (if applicable)							
Management Skills: Employee demonstrates effective resource management techniques in budgeting and managing assigned money and personnel resources to meet college objectives and mission. Establishes and facilitates appropriate departmental goals and objectives.							
Supervisory Skills: Employee effectively delegates work to staff while maintaining control and accountability. Establishes performance standards and ensures they are met. Provides prompt and consistent feedback to staff and counsels as needed regarding performance.							

Comments: (Provide specific performance goals and their status **(if not already identified on Staff Self Review Form)** as well as a timeframe to correct deficiencies, if applicable. List key success factors moving forward. Attach additional sheet(s) if needed.)

Supervisor	Employee

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____
(My signature above indicates that I have reviewed and discussed this appraisal with my supervisor)