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:  

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Rating [ ]

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:  

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Rating [ ]

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? ___________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Suggestions for improvements in my position: _________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How can your Supervisor assist you in the achievement of your goals? ___________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Specific goals to be accomplished during the next year:
1. ______________________________________________________________________
________________________________________________________________________

2. ______________________________________________________________________
________________________________________________________________________

3. ______________________________________________________________________
________________________________________________________________________

Administrator Signature           Date                   Supervisor Signature           Date
MONROE COUNTY COMMUNITY COLLEGE
INSTRUCTOR EVALUATION
SUMMARY REPORT

_____ 1ST Year Probationary  _____ 3rd Year Probationary
_____ 2nd Year Probationary  _____ Continuing Contract

INSTRUCTORS NAME:  DATE:
DIVISION DEAN:  TEACHING AREA:

ASSIGNMENT:

OBSERVATION DATES:

The following summary evaluation is based upon teaching observations and observations of this instructor in non-teaching situations. The “Instructional Observation Sheets” have been signed by the instructor and are available in the faculty personnel file.

INSTRUCTIONAL SKILL AND USE OF TECHNOLOGY:

CURRICULUM DEVELOPMENT:

PROFESSIONAL GROWTH & ACTIVITIES:

COMMITTEE WORK:

FACULTY/DIVISION INTERACTION:

OTHER ACCOMPLISHMENTS:

GOALS:

I certify that I have read this report and received a copy.

Instructor’s Signature  Date

Division Dean  Date
JOB PERFORMANCE APPRAISAL
Monroe County Community College
Support Staff & Maintenance

Name: ___________________________________ Position: __________________________________
Supervisor: ________________________________ Department: _______________________________
Annual Evaluation Period: ______________________________________________________________

Code:
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execution of all responsibilities of the position. High quality of results is clearly obvious to any
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assigned work of the position.

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

Knowledge and Task Performance in Position:

1. Performs duties as defined in job description. 
   S   E

2. Demonstrates understanding of department and 
   campus policies and procedures. 
   __   __

   __   __

4. Sets priorities appropriately. 
   __   __

5. Learns new procedures within acceptable timeframe. 
   __   __

Comments/Specific Examples:

S = Supervisor
E = Employee
Cooperation and Relationship with Others:  
1. Cooperates with other staff.  
2. Maintains good working relationship with supervisor.  
3. Approaches others cooperatively and professionally.  
4. Expresses concerns appropriately.  
Comments/Specific Examples:

Communication:  
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.  
Comments/Specific Examples:

Judgment and Problem-Solving Skills:  
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.  
Comments/Specific Examples:

Initiative, Creativity and Self Development:  
1. Sees what needs to be done and performs appropriately.  
2. Is resourceful in finding better ways of doing things.  
4. Attends department meetings and in-services.  
5. Shares knowledge and expertise.  
Comments/Specific Examples:
Attendance, Punctuality and Dependability:  
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:  
1. Dresses appropriately for work.  
2. Grooms appropriately for work.
Comments/Specific Examples:

Safety, Care and Utilization of Environment, Equipment and Supplies:  
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
Comments:
Employee’s comments regarding:

1. What do I consider this year’s successes? ________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

2. Suggestions for improvements in my position. ____________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________
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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: ________________________________________________
   _____________________________________________________________________________________
   _____________________________________________________________________________________

Supervisor’s comments about this appraisal: ________________________________________________
   _____________________________________________________________________________________

Staff Member Signature                Date                Supervisor Signature                Date
6/03
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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