JOB PERFORMANCE APPRAISAL
Monroe County Community College
Support Staff & Maintenance

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

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.

Knowledge and Task Performance in Position:  
1. Performs duties as defined in job description.  
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:  

S E  

S E  

S E
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: _____________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Supervisor’s comments about this appraisal: ______________________________________________
____________________________________________________________________________________

Staff Member Signature  Date   Supervisor Signature   Date
6/03