

# Glen Oaks Community College Employee Performance Appraisal

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Review position description for accuracy.** Identify any additions, deletions or revisions to your current job description.  
**Return** revised position description with completed performance appraisal.

- \_\_\_\_ No revisions made
- \_\_\_\_ Yes, revisions made (see attached)

**How challenging are your job responsibilities:**

\_\_\_ Good challenge                      \_\_\_ Too challenging                      \_\_\_ Not challenging enough

**List any significant events during the past year and any activities performed that fit college priorities:**

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**Identify your strengths in your job performance. Identify any weaknesses.**

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**List possible work process improvements:** \_\_\_\_\_

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**In what areas do you feel you need additional training to be more competent in your current position?** \_\_\_\_\_

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**What are your goals that you want to accomplish in the next year?**

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**Action needed to reach goals?** \_\_\_\_\_

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(Attach additional sheet if necessary)

**Be sure and complete side 2 .....**

**Job Skills** (Rating Key: 1= Progressing Toward Standard; 2= Meets Standard; 3= Exceeds Standard)

	<b>Rating</b>	<b>Supervisor Comments</b>
<b>Knowledge</b> – Technical knowledge and skills, analytical ability, problem-solving skills.		
<b>Ability to learn</b> – Mastering new routines, understanding instructions, improving job knowledge, professional develop.		
<b>Initiative</b> – Does employee work independently? Solve Problems? Assumes additional responsibility? Looks for more efficient and cost effective-ways?		
<b>Innovation</b> – Creativity used to lower costs and improve productivity.		
<b>Planning</b> – Work output, speed, timeliness, effectiveness. Work habits.		
<b>Organization</b> – Accuracy, neatness, thoroughness, completeness of work.		
<b>Decision Making</b> – Uses logical and sound judgment.		

**Interactive Skills** (Rating Key: 1= Progressing Toward Standard; 2= Meets Standard; 3= Exceeds Standard)

	<b>Rating</b>	<b>Supervisor Comments</b>
<b>Courtesy</b> – Respect and politeness for coworkers, supervisors, student/clients. Maintains professional image.		
<b>Cooperation</b> – Willingness to work with coworkers, supervisors & others.		
<b>Dependability</b> – Responsibility in performing tasks and achieving goals.		
<b>Perseverance</b> – Determined pursuit of task completion when faced with obstacles.		
<b>Attendance</b> – Availability for work. Absence/tardiness.		

**Additional Comments:** \_\_\_\_\_  
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\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature\***

\_\_\_\_\_  
**Date**

CC: Employee, Supervisor, Employee Personnel File

\*Signature does not necessarily indicate agreement with appraisal results, but that the appraisal was reviewed and discussed with the employee. Supplementary comments by the employee will be attached if provided to Human Resources within five (5) working days of the appraisal date (employee signature date).