THE COLLEGE OF
WOOSTER

2013 SALARIED STAFF ANNUAL PERFORMANCE APPRAISAL

Employee Name: _____

Department: _____

Position Title: _____

Evaluator (print name):_____ **Evaluator ID#**:_____

ATTENTION TO DETAIL Employee accurately and thoroughly completes an acceptable amount of work within college policies and guidelines.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

ADAPTABILITY Employee fits into a changing working environment; demonstrates versatility, the ability to adjust to changing job or organizational requirements, and ease with learning and/or accepting new and different duties.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

COMMUNICATION Employee demonstrates written and oral effectiveness, presents ideas in a coherent manner, demonstrates effective listening skills, and is considerate of varying viewpoints.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

TECHNICAL APTITUDE Employees ability to relate to topics which require an understanding or specialized knowledge.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

PRODUCTIVITY Employee uses initiative to develop and enhance productivity methods to enhance efficiency.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

WORK ETHIC Employee reflects a commitment to a just day's work. Employee consistently meets deadlines and uses time effectively. S/he demonstrates regular attendance, punctuality, and adaptability in meeting assignments.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

TEAMWORK/COLLABORATION Employee works effectively with others. S/he assumes shared responsibility to group and team goals and purpose, and is respectful of the ideas and contributions of others. S/he provides and accepts constructive feedback and supports a positive work environment by cooperating in a professional manner with others.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

BUDGET & RESOURCE MANAGEMENT Employee is a good steward of college resources. S/he uses college resources for work-related business in accordance with college policy. S/he meets budgets and uses materials and equipment wisely.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

JUDGEMENT/DECISION MAKING Employee uses good judgment in handling tasks, developing plans, making decisions, and taking actions. S/he accepts responsibility for meeting expectations of assigned role and is accountable for her/his decisions and actions and their consequences. S/he identifies problems and operates to address them or have them addressed by others as appropriate.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

LEADERSHIP Employee helps others in doing a better job by creating a supportive environment. S/he uses persuasion to encourage and enact change. The employee coaches, facilitate, and encourages growth in others. S/he collaborates in the development of community and achievement of goals.

☐ N/A	☐ Does Not Meet Expectations	☐ Minimally Meets Expectations	☐ Meets Expectations	☐ Exceeds Expectations	☐ Greatly Exceeds Expectations

Overall Performance

☐	**Greatly Exceeds Expectations** The employee is superior in all phases of the position at all times. S/he needs no supervisory assistance.
☐	**Exceeds Expectations** The employee consistently exceeds established standards of performance. S/he does more than is expected.
☐	**Meets Expectations** The employee satisfactorily meets established standards of performance.
☐	**Minimally Meets Expectations** The employee has not mastered all facets of her/his position and does not satisfactorily meet established standards of performance.
☐	**Does Not Meet Expectations** The employee consistently fails to meet established standards of performance.

Performance Improvement Plan

If the overall rating is “Does Not Meet Expectations”, a Performance Improvement Plan **must** be attached.

☐ **Attached** ☐ **Not required**

Supervisor Comments

Supervisors are to use this section to comment on overall performance, goals, expectations, etc. Performance factors rated as 'Does Not Meet expectations' or 'Greatly Exceeds expectations' must be supported with written comments.

Employee Comments

Employees are to use this section to comment on their performance appraisal.

☐ **No written comment** ☐ **Comments below** ☐ **Attached comments**

SIGNATURES:

Employee Signature: _____ Date_____
I have completed the self-appraisal and reviewed the supervisor appraisal portion with my supervisor.

Evaluator Signature: _____ Date_____
I have reviewed this appraisal with the staff member.

Human Resources Signature: _____Date_____

Vice President Signature: _____ Date_____