

**DIXIE STATE COLLEGE
STAFF PERFORMANCE APPRAISAL - ANNUAL SUMMARY**

EMPLOYEE: _____ **SS#:** _____

POSITION: _____

SUPERVISOR: _____ **DEPARTMENT:** _____

REVIEWER: _____ **INTERVIEW DATE:** _____

SUPERVISOR'S COMMENTS & SIGNATURE: _____

EMPLOYEE'S COMMENTS AND SIGNATURE: _____

GOALS AND OBJECTIVES FOR THE COMING YEAR (more pages may be added):

EMPLOYEE: _____

PART II

POSITION RESPONSIBILITIES: The Supervisor selects the employee's five to ten most important responsibilities for evaluation; clearly sets performance standards; evaluates; and determines ratings.

RATING SCALE:
1 = Requires Improvement
2 = Meets Expectations
3 = Exceeds Expectations

RESPONSIBILITY: _____	Priority _____	Percent of time _____
PERFORMANCE STANDARDS AND ACCOMPLISHMENTS OVER THE PAST YEAR:		
PERFORMANCE RATING: 1 2 3 EXPLANATION (Required if rating is other than 2, accompanied by a plan of development if below 2.)		

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STEPS TO PREPARE AND COMPLETE A PERFORMANCE APPRAISAL:

PART I: PERFORMANCE FACTORS

1. **Complete the general performance factors rating sheet below for the employee.**

PART II: POSITION RESPONSIBILITIES

1. **Review and update, if necessary, the current job description.**
2. **From the job description, identify the 5 to 10 key responsibilities of the position.**
3. **Set standards** by which the supervisor and the employee can evaluate the level at which each responsibility is being carried out. Standards can also be objectives.
4. **Meet with your employees to review and discuss responsibilities and standards.**
Remember that the supervisor has responsibility for defining position functions and standards.
5. **Transfer responsibilities and standards to the Part II, Position Responsibilities section.**
6. **Evaluate your employees** based on this year's performance. Remember 2 is good. Exceptional scores, higher or lower, must be accompanied with a written explanation. The great majority of scores should be 2. Also note year's accomplishments.
7. **A plan of development must be determined if an employee has a rating of 1** and may also be determined for those with higher scores.
8. **Hold an interview with each employee to discuss evaluations.**
9. **Set goals and objectives** for the following year or to be met in shorter periods of time.
10. **Set a time line for follow-up and progress report on meeting goals and objectives.**
11. **Complete the Summary Form. Obtain signatures** of the employee and the reviewer, who is your supervisor. Allow the employee to make comments on the summary form.

PART I: PERFORMANCE FACTORS

RATING SCALE: 1 = Requires Improvement 2 = Meets Expectations 3=Exceeds Expectations

PERFORMANCE FACTORS	RATING
Job Knowledge: Understands and applies the principles and procedures required by the job.	
Quality of Work: Thoroughness, neatness, accuracy, etc.	
Productivity: Accomplishes appropriate amount of work, efficient use of time, etc.	
Initiative: Works independently, anticipates need and takes appropriate action, works to improve performance, etc.	
Dependability: Takes instruction and follows through, responsible, on the job and on task, etc.	
Interpersonal skills: Establishes positive supportive relationships, works effectively as a team member, good communicator, etc.	
Attendance/Punctuality: At work on time, maintains work schedule, responsible use of leave	
SUPERVISORY SKILLS (For supervisors of at least one full-time employee)	
Leadership: Leads by example, motivates staff, fosters teamwork, etc.	
Planning: Able to plan, prioritize, and organize work of self and others, manages change well.	
Decision Making: Analyzes situations well, decides what to do, and takes appropriate action	
Supervising: Regularly evaluates staff and provides feedback, praising and disciplining appropriately, supports staff development, treats staff in a respectful and consistent manner.	
Administering: Completes reports & forms in an accurate, timely manner, controls budget, etc.	