



**MARTIN COMMUNITY COLLEGE
ADMINISTRATIVE EMPLOYEE
(SUPERVISOR)
PERFORMANCE EVALUATION**

Employee Information:		
Name:		Review Period (year):
Job Title:		Date:
Department:		Supervisor:

Rating:

A = Exceeds Expectations B = Meets Expectations C = Partially Meets Expectations D = Does Not Meet Expectations E = Not Applicable

Staff Evaluation:	Rating:
1. Quantity of work: Consider volume of work produced.	
2. Quality of work: Consider the caliber and character of work produced.	
3. Ability to work with others: Consider the ability to relate to peers and supervisor	
4. Adaptability: Consider ability to adjust to changing conditions and new situations.	
5. Job Knowledge: Consider the level of understanding of job duties and responsibilities.	
6. Initiative: Consider proactive behavior and drive for continuous improvement.	
7. Dependability: Consider how often deadlines are met for given project or duties.	
8. Punctuality: Consider how often an absence or tardiness occurs.	
9. Independence: Consider the level of supervision needed on a daily basis.	
10. Adherence to policy: Consider the understanding of policies, procedures, and the ability to abide by rules.	
11. Judgement: Consider how well judgement is used in routine and unusual situations.	
12. Creativity: Consider how often new ideas are recommended or initiated.	
13. Problem Solving: Consider ability to find solutions to problems.	
14. Institutional Engagement: Consider level of participation in student success and institutional initiatives.	

Administrative Evaluation:	Rating:
15. Establishes clear department goals and objectives.	
16. Establishes a plan to achieve goals and objectives.	
17. Monitors departmental progress in achieving progress in achieving goals and objectives.	
18. Establishes sound department budgets and monitors budgets effectively and proactively.	
19. Involves department in decisions.	
20. Handles personnel matters effectively.	
21. Maintains good working relationships with other divisions and departments in the college.	
22. Encourages department commitment to institutional goals and objectives.	

Employee Strengths:

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Employee Performance Appraisal Checklist:

My supervisor reviewed and discussed my job description with me.

My supervisor and I established possible individual performance objectives for me for the next review period.

My supervisor reviewed and discussed the competencies listed above that are critical to the function of my position.

My supervisor allowed me to make comments on my appraisal.

I understand that I should keep a copy of the completed and signed appraisal form for my records.

I understand that my supervisor will forward the original completed and signed appraisal form through supervisory channels to the Human Resources office for filing.

Supervisor Comments:

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Overall Rating of Employee:

Exceeds Expectations

Meets Expectations

Partially Meets Expectations

Does Not Meet Expectations

Employee Comments:

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Verification of Review:

My signature below indicates that I have reviewed this document and discussed the comments with my supervisor. It does not necessarily indicate agreement with the evaluation contained in this document and I know that I may provide written comments that will be included in my personal file.

Employee Signature	Date
Supervisor Signature	Date