



**MARTIN COMMUNITY COLLEGE  
STAFF (SUPERVISOR) PERFORMANCE  
EVALUATION**

**Employee Information:**

<b>Name:</b>	<b>Review Period (year):</b>	
<b>Job Title:</b>	<b>Date:</b>	
<b>Department:</b>	<b>Supervisor:</b>	
<b>Division:</b>	<b>Type of Review:</b>	

**Rating Definition:**

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

**Competency: RATING**

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

**Employee Strengths:**

**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's Comments:**

**Overall Rating of Employee:**

Exceeds Expectations

Meets Expectations

Partial Meets Expectations

Does Not Meet Expectations

**Employee's Comments:**

**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's Signature		Date	