



**MARTIN COMMUNITY COLLEGE  
EMPLOYEE (SELF) PERFORMANCE  
APPRAISAL**

**Employee Information:**

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

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

**Employee Strengths:**

**Overall Rating of Employee:**

Exceeds Expectations  
  Meets Expectations  
  Partial Meets Expectations  
  Does Not Meet Expectations

**Employee's Comments:**