

# Moore College of Art and Design

## Performance Appraisal Form

<b>Employee Name:</b>	
<b>Position Title:</b>	
<b>Department:</b>	
<b>Evaluator's Name:</b>	
<b>Evaluator's Title:</b>	
<b>Review Period:</b>	<b>Next Review Date:</b>
<b>From:</b> <b>To:</b>	
<b>Type of Review:</b> <input type="checkbox"/> End of Introductory (Probationary) Period <input type="checkbox"/> Annual Review <input type="checkbox"/> Other (Identify type) – one year anniversary	

### Section 1: Assessment of Job-Related Competencies

In each of the following Competency Areas, please circle the point value of the statement that best describes the employee you are evaluating. At the end of the evaluation, please total the Rating and divide by 7 if you are evaluating a staff employee or divide by 9 if you are evaluating a supervisor or manager.

**Job-Related Competencies** – Rate the employees grasp/display of the competency.  
Provide support and explanation for the selected rating.

**Exceeds Expectations** – contributions were clearly outstanding and identifiable as exceeding expectations, which strongly contributed to goals. Exhibited strong personal initiative and insight.

**Meets Expectations** – Carried full workload and meets expectation in all/most areas, has competence derived from experience and training. Contributes to goals and outcomes.

**Needs Improvement** – carried adequate workload and meet minimal expectations. Needs performance improvement in some areas.

**Unacceptable** – failed to carry adequate workload or failed to meet minimal expectations of position.

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Competency	Description/Support	Competency Assessment
<b><i>Communication</i></b>	Expresses verbal and written ideas and thoughts clearly and effectively; good listening and comprehension skills; keeps others adequately informed; uses appropriate communication methods.  <u>Support /explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b><i>Dependability</i></b>	Arrive as scheduled, prepared to work; take responsibility for own actions; commit to doing the best job possible; keep commitments.  <u>Support /explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b><i>Job/Technical Knowledge</i></b>	Possess skills and technical competence to execute job duties; ability to learn and apply new skills; keeps up with current developments; understanding of how job relates to others; use resources effectively.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b><i>Teamwork/Cooperation</i></b>	Work effectively with others; establish and sustain a positive impact on people; actively contribute to teamwork; balance team and individual responsibilities; exhibit objectivity and openness to others' views.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b><i>Initiative/Interest/Motivation</i></b>	Seeks solutions to problems both within and beyond area of direct responsibility; look for and take advantage of opportunities; seek opportunities to increase job skills and knowledge.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable

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<b><i>Adaptability/Flexibility</i></b>	Adapts to changes in the work environment; manages competing demands; accepts criticism and feedback; adjusts approach or method to best fit the situation.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b><i>Customer Service</i></b>	Displays courtesy and sensitivity towards others; manages difficult or emotional customer situations; meets commitments; responds promptly to customer needs; solicits customer feedback to improve service.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b>MANAGER/SUPERVISOR POSITIONS</b>		
<b><i>Managing Employees (Managers/Supervisors only)</i></b>	Establish appropriate goals and performance standards; provide direction; delegate activities; provide recognition and feedback to employees; develop subordinates' skills and encourage growth.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b><i>Leadership/Responsibility (Managers/Supervisors only)</i></b>	Exhibit confidence in self and others; inspire respect and trust; react well under pressure; show courage to take action; motivate others to perform well; accept and fulfill responsibilities associated with role; foster a culture of pride and excellence.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b>SENIOR MANAGER POSITIONS</b>		
<b><i>Inspiration</i></b>	Inspires others to achieve their fullest potential.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable

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<b>Strategy</b>	Capacity to be strategic to help meet the goals and mission of the College.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable
<b>Creativity/Problem solving</b>	Ability to think creatively and to successfully create solutions to problems.  <u>Support/explanation:</u>	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable

COMPETENCY AREAS	RATING
<b>Communication</b>	
<b>Dependability</b>	
<b>Job/Technical Knowledge</b>	
<b>Teamwork/Cooperation</b>	
<b>Initiative/Interest/Motivation</b>	
<b>Adaptability/Flexibility</b>	
<b>Customer Service</b>	
<b>MANAGER/SUPERVISOR POSITIONS</b>	
<b>Managing Employees (Managers/Supervisors Only)</b>	
<b>Leadership/Responsibility (Managers/Supervisors Only)</b>	
<b>SENIOR MANAGER POSITIONS</b>	
<b>Inspiration</b>	
<b>Strategy</b>	
<b>Creativity/Problem solving</b>	

Total Points Divided By 7= \_\_\_\_\_

Managers/Supervisors - Total Points Divided By 9= \_\_\_\_\_

Senior Managers - Total Points Divided By 12= \_\_\_\_\_

**RATING:**                      1.00-1.49=1              1.50-2.49=2              2.50-3.49=3              3.49-above=4

### Section 2: Overall Summary of Performance

1.	<b>E</b>	Performance is clearly and consistently outstanding in most aspects of current responsibilities. Performance consistently far exceeds the established goals and position competencies.
2.	<b>M</b>	Performance is reliable and consistently meets established goals and position competencies.
3.	<b>N</b>	Performance does not consistently meet all established goals and position competencies. Performance requires improvement in the areas noted below.
4.	<b>U</b>	Performance did not meet established goals and competencies. Performance requires improvement in the areas noted below.

### Performance and Competency Assessment Signatures

<b>Employee Signature/Date:</b> (Employee's signature indicates receipt of evaluation and does not necessarily indicate agreement with performance evaluation.)	
<b>Evaluator Signature/Date:</b>	
<b>Secondary Reviewer Signature:</b> (Optional)	

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### Section 3: Assessment of Essential Job Responsibilities/Performance Goals

Goals for the past year:	Highlights of accomplishments	Rating:	Items not accomplished:
1.	a.   b.   c.	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable	
2.	a.   b.   c.	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable	
3.	a.   b.   c.	1. Exceeds Expectations 2. Meets Expectations 3. Needs Improvement 4. Unacceptable	

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### Section 4: Goal Setting and Development Planning for Upcoming Evaluation Period

Goals, objectives and development planning for the upcoming evaluation period. Include specific goals (one of which must be a development goal), objectives to accomplish, and how goal will be measured.		
Goal	Objectives	How Goal Will Be Measured
1.	a.  b.  c.	
2.	a.  b.  c.	
3.	a.  b.  c.	
4.	a.  b.  c.	

### Goal Setting and Development Planning Signature

<b>Employee Signature/Date:</b>	
<b>Evaluator Signature/Date:</b>	

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### Section 5: Post Appraisal Comments and Signature

Employee's Comments:

☐ This evaluation was discussed with me on

☐ This evaluation has not been discussed with me.

Evaluator's Comments: