

# Performance Evaluation – Supervisors

Employee Name:

Evaluation Type:

Position Title:

Annual ☐

Department:

Probationary ☐

Evaluation Period:

(Other) ☐

From (mo/yr)

To (mo/yr)

- ☐ Job description and/or position description were reviewed
- ☐ Revisions were made to better reflect the duties/responsibilities of the position (send to HR)
- ☐ WSC's **Mission, Vision and Goals** have been reviewed
- ☐ WSC's **Code of Conduct Policy** has been reviewed
- ☐ WSC policies regarding **Drug Free Workplace**

## Rating Scale

### 5 – Exceptional

Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department or college objectives. This rating is achievable by an employee though given infrequently.

### 4 – Exceeds expectations

Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

### 3 – Meets expectations

Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding the expectations, and the quality of work overall was very good. The most critical annual goals were met.

### 2 – Improvement needed

Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. An improvement plan must be outlined including timelines and monitored to measure progress.

### 1 - Unsatisfactory

Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. An improvement plan must be outlined including timelines and monitored to measure progress.

*\*If rating is other than, "Meets expectations," please include a brief description.*

<u>Quality of Work</u>	<u>Rating</u>	<u>Comments</u> (If rating is other than "Meets expectations," please include a brief description.)
Demonstrates proficiency in required job skills and knowledge as defined in current job description/position description		
Attendance, punctuality, and time management		
Work is accurate, clear, consistent and thorough		
Open to and applies constructive feedback to work habits		
Understands and follows policies/procedures (i.e. leave, dress code, etc.)		

**Average Rating (Quality of Work):**

<u>Productivity</u>	<u>Rating</u>	<u>Comments</u> (If rating is other than "Meets expectations," please include a brief description.)
Work is accomplished within time allotted and accurately		
Focuses on work activities or strategies that add value; and improves work processes and efficiencies (CQI)		
Work assignments are planned, organized and analyzed for optimum results		
Customers/stakeholders' (external/internal) satisfaction with work		

**Average Rating (Productivity):**

<u>Innovation/Change</u>	<u>Rating</u>	<u>Comments</u> (If rating is other than "Meets expectations," please include a brief description.)
Responds positively to changes in the workplace		
Initiates and/or incorporates new work methods, processes, and technology and demonstrates flexibility in responding to work demands		
Takes initiative to identify and pursue new opportunities		
Steps outside their role to learn new skills		

**Average Rating (Innovation/Change):**

Exceptional – 5

Exceeds expectations – 4

Meets expectations – 3

Improvement needed – 2

Unsatisfactory – 1

<b><u>Communication and Teamwork</u></b>	<b><u>Rating</u></b>	<b><u>Comments</u></b> (If rating is other than "Meets expectations," please include a brief description.)
Open to feedback on how to improve team dynamics		
Listens & is attentive to the needs of all customers/stakeholders (ext/int)		
Completes work with little direction		
Responds effectively with respect and promptness in all forms of communication (email, phone, etc.)		
Brings about an enthusiastic and optimistic attitude within the team or department		

**Average Rating (Communication and Teamwork):**

<b><u>Problem Solving and Leadership</u></b>	<b><u>Rating</u></b>	<b><u>Comments</u></b> (If rating is other than "Meets expectations," please include a brief description.)
Develops short and long term goals for self-based on department goals		
Shares ideas with other staff and supervisors		
Executes decision making authority within established guidelines (flat structure)		
Develops and uses processes to improve work flow		
Effectively communicates an unpopular idea or decision		
Responds to the concerns of other staff, supervisor and customers/stakeholders (ext/int)		
Identifies problems and reaches sound solutions		
Upholds WSC's Code of Ethics Statement		

**Average Rating (Problem Solving and Leadership):**

<b><u>Professional Development &amp; Contributions</u></b>	<b><u>Rating</u></b>	<b><u>Comments</u></b> (If rating is other than "Meets expectations," please include a brief description.)
Participated in a minimum of 2 professional development activities per year		
Involved with campus committees/activities and/or other professional organizations		

**Average Rating (Professional Development & Contributions):**

Exceptional – 5

Exceeds expectations – 4

Meets expectations – 3

Improvement needed – 2

Unsatisfactory – 1

## **Supervisory Responsibilities:**

<u><b>Leadership</b></u>	<u><b>Rating</b></u>	<u><b>Comments</b></u> (If rating is other than "Meets expectations," please include a brief description.)
Demonstrates the ability to direct others in accomplishing work		
Demonstrates professional, administrative, supervisory and/or specialized knowledge required to perform the job		
Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service		
Provides opportunities for others to develop skills (minimum of two professional development activities per employee per year)		
Functions effectively under pressure		
Represents self and situations honestly		
Responds appropriately to criticism and to suggestions for work improvement		
Manages assets including technology, equipment, budget and space, where applicable		
Empowers employees and supports an innovative and dynamic environment		

**Average Rating (Leadership):**

<u><b>Program/Project Management</b></u>	<u><b>Rating</b></u>	<u><b>Comments</b></u> (If rating is other than "Meets expectations," please include a brief description.)
Defines expectations and tasks clearly		
Plans and organizes work, coordinates with others, establishes appropriate priorities		
Allows sufficient time for completion of assignments		
Delegates authority when appropriate		
Determines appropriate action and follows through in a timely and decisive manner		
Is well organized and uses time productively		
Ensures that work products and services consistently meet needs of customers/stakeholders (external/internal)		

**Average Rating (Program/Project Management):**

Exceptional – 5

Exceeds expectations – 4

Meets expectations – 3

Improvement needed – 2

Unsatisfactory – 1

<u>Personnel Management</u>	<u>Rating</u>	<u>Comments</u> (If rating is other than "Meets expectations," please include a brief description.)
Promotes an enthusiastic and optimistic attitude within their team or department		
Regards and recognizes individual and team successes		
Provides timely information on performance and frequent feedback		
Resolves differences and seeks win/win outcomes		
Acts forthrightly in response to unacceptable behavior or performance and focuses on the situation, issue or behavior rather than on the person		
Promotes employee safety and wellness		
Maintains appropriate confidentiality		

**Average Rating (Personnel Management):**

**REVIEW AND ESTABLISH GOALS** (completed by employee and supervisor)

Evaluate last year's goals:

Next year's goals:

**OVERALL AVERAGE RATING:**

Comments: (Space provided if needed)

Exceptional – 5

Exceeds expectations – 4

Meets expectations – 3

Improvement needed – 2

Unsatisfactory – 1

If the supervisor feels the overall average rating does not reflect an accurate score because of extremely exceptional or poor performance, they can override the total score by entering the rating in this box. An explanation/comments must be provided below.

**Employee Acknowledgement**

My signature shows that I have received a copy of my evaluation and have had an opportunity to discuss it with my supervisor. My signature may or may not indicate agreement with the evaluation. I acknowledge that I have read, understand and agree to comply with the Code of Conduct Policy (and policies referred to within it). I understand that if I choose to respond in writing to my evaluation, I have five workdays to do so, and that my reply will be filed with the evaluation.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Evaluation conducted

\_\_\_\_\_  
Evaluating Supervisor's Signature

\_\_\_\_\_  
Date Evaluation conducted

Next Highest Supervisor's Signature

\_\_\_\_\_  
Date

**Qualifies for state employee legislative salary increase:**

(Except for probationary employees and employees whose documented performance levels do not meet expectations/standards)

☐ Yes

☐ No

**Qualifies for probationary salary increase:**

☐ Yes

☐ No