



Employee Last Name

Employee First Name

Employee ID

Department

Position Title

Supervisor Name

Review Date

Self-Evaluation

Supervisor Evaluation

Performance evaluations are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship between you and the employee; open up channels of communication; appraise past performance; recognize good performance; identify areas that might require improvement; enable you to assess your own communication and supervisory skills.

#### **INSTRUCTIONS:**

Listed on the following pages are a number of performance factors that are important in the successful completion of most assignments. A list of qualities has been included to assist in evaluating an employee's performance in each area. To complete the Performance Appraisal Form, place an " " under the level of achievement, which most accurately describes the employee's performance on each factor.

In the spaces provided at the end of each section, you are encouraged to support your ratings with clarifying comments or specific examples which occurred during the review period that determined or affected the level of achievement marked. Factors rated "Exceeds Requirements" should be supported with examples or reasons. Factors rated "Needs Improvement" must be supported with examples or reasons and should be listed in the Employee Goals and Objectives for next year section (last page) of the Administrator Performance Review.

After the entire form has been completed and reviewed, the original is forwarded to the Office of Human Resources. Both the supervisor and the employee retain a copy.

#### **DEFINITION OF TERMS:**

NEEDS IMPROVEMENT	Performance is at a level below established objectives with the result that overall contribution is marginal and substandard. Performance requires a high degree of supervision.
MEETS REQUIREMENTS	Meets established objectives in a satisfactory and adequate manner. Performance requires normal to some degree of supervision.
EXCEEDS REQUIREMENTS	Job performance easily exceeds job requirements; performance approaches best possible attainment.

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>I. BASIC JOB REQUIREMENTS</b>				
<b>A. Understanding of the Job:</b> Does the employee have adequate knowledge to complete the tasks required by the job?				
<b>B. Institutional Commitment:</b> Does the employee demonstrate commitment to institutional effectiveness and the College's mission?				
<b>C. Quality of Work:</b> Is the quality of work acceptable and does it meet established standards? Does the employee perform accurately and efficiently?				
<b>D. Productivity and Efficiency:</b> Does the employee complete assignments and manage time well?				
<b>E. Reliability/Dependability:</b> Does the employee follow through on assigned tasks to accommodate the work expected?				
<b>F. Initiative:</b> Does the employee demonstrate initiative by taking action with a minimum of direction as situations arise?				
<b>G. Service:</b> Does the employee demonstrate a desire to serve and show willingness to provide good service to students/faculty/staff and the public?				
<b>H. Professionalism:</b> Does the employee project and sustain a positive image of the College within the educational and local communities?				
<b>I. Ethics:</b> Does the employee exhibit honesty and high ethical standards while performing his/her job duties?				

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>II. JOB SPECIFIC ATTRIBUTES</b>				
<b>A. Customer/Student Service:</b> Does the employee prioritize - and deliver student services and services to the public in a - timely, effective, and professional manner?				
<b>B. Planning and Organizing:</b> Does the employee analyze work an <del>goals</del> and establish priorities?				
<b>C. Problem Solving:</b> Does the employee identify and provide alternative solutions and make sound decisions?				
<b>D. Creativity:</b> Does the employee generate and propose new concepts, approaches, and methods to improve outcomes?				
<b>E. Flexibility:</b> Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen circumstances?				
<b>F. Responsibility:</b> Does the employee manage the human and fiscal resources entrusted to them with efficiency and accuracy?				
<b>G. Accountability:</b> Does the employee take ownership of his/her job duties and hold himself/herself accountable for projects and job duties?				
<b>H. Professional Development:</b> Does the employee demonstrate knowledge of current developments in the professional field, seek excellence through independent study, and participate in professional development activities?				

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>III ADMINISTRATIVE ASSISTANT SPECIFIC DUTIES</b>				
<b>A. Communication:</b> Provide initial contact between the department and students, maintain positive rapport with students.				
<b>B. Departmental Budget:</b> Assist in monitoring departmental budget.				
<b>C. Facilities:</b> Perform weekly well checks on classroom equipment, tables, chairs, printers, etc.& assist with inventory				
<b>D. Advisement:</b> Prepare degree plan packet. Assist w/the coordination of student orientations & student registrations.				
<b>E. Student Records:</b> Set up and maintain all student files, tracking and compiling data for enrollment and potential graduates.				
<b>F. LOA's, Book Adoptions, Program Schedules:</b> Prepare letters of appointments, assist faculty with book adoptions, and enter program schedules each semester.				
<b>G. Coordinate evening courses</b> to include work orders and assistance to full-time, part-time and adjunct faculty. Help oversee work-study students. Other duties as required.				
<b>H. Office Duties:</b> Manage calendars, travel & meeting arrangements, supplies, pick-up and distribution of mail, prepare purchase requests for supplies, and prepare forms necessary for departmental administrative support, Maintain minutes and files for all meetings.				

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>IV. INTERPERSONAL SKILLS</b>				
<b>A. Communication:</b> Does the employee provide accurate and clear written and verbal information, present information and listen effectively, comprehend and follow directions, and ask appropriate questions?				
<b>B. Collaboration:</b> Does the employee give assistance to others to enable colleagues or the team to meet College expectations?				
<b>C. Teamwork:</b> Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?				
<b>D. Conflict Resolution:</b> Does the employee take initiative to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work quality and environment?				
<b>E. Professionalism:</b> Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?				

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

Did employee complete Professional Development Activities for Fiscal Year 2024-2025? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ N/A

<b>IV. OTHER COMMENTS</b>
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**Administrative Assistant  
Performance Review Goals and  
Objectives**

Employee Name

**Employee Goals and Objectives for the next year (list goal, desired outcome, and timeframe for completion of goal):**

- 1.
- 2.
- 3.
- 4.
- 5.

**List Professional Development Activities for the next year:**

- 1.
- 2.
- 3.
- 4.
- 5.

Attach additional pages, if needed.

## Evaluation Summary Sheet

Employee Name \_\_\_\_\_

Review the ratings assigned to the performance factors on the previous pages. Check the category below which most clearly describes the employee's total performance.

NEEDS  
IMPROVEMENT

MEETS  
REQUIREMENTS

EXCEEDS  
REQUIREMENTS

Has Conduct and Performance Improvement Plan for FY 2024-2025 been completed?    ☐ YES    ☐ NO  
If applicable, please attach documentation.

FY 2025-2026 CONDUCT AND PERFORMANCE IMPROVEMENT PLAN:    ☐ YES    ☐ NO

If applicable, attach next fiscal year Conduct and Performance Improvement Plan listing goals/objectives; responsibilities; deadline dates, etc. after discussing with employee.

### EMPLOYEE COMMENTS:

I have reviewed this document and discussed the contents with my supervisor. I understand that my signature does not necessarily indicate agreement to the evaluation but that I have been advised of my performance status, read and understood the evaluation discussed with me.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISOR COMMENTS:

(Record here only those additional significant items brought up during the discussion with the employee which are not recorded elsewhere in this document.)

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_