WASHTENAW COMMUNITY COLLEGE

**OPT Performance Appraisal**

**Year End Review 2018-19**

**Incumbent:**      **ID:** @

**Position:**      **Date:**

**Annual  90-Day Probationary Period  30-Day Trial Period**

Performance indicators reflect baseline expectations, common to all positions. The indicators are intended to assist you through the process of identifying the employee’s strengths and areas needed attention. Review the indicators and select the appropriate box. NOTE: You may check more than one box (i.e. Meets Expectations and Professional Development Recommended).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicator | Exceeds  Expectations | Meets Expectations | Does Not Meet  Expectations | Not  Applicable | Professional Development Recommended |
| *Job Knowledge* |  |  |  |  |  |
| *Professionalism*  *(loyalty, integrity, honesty, etc.)* |  |  |  |  |  |
| *Initiative and Resourcefulness* |  |  |  |  |  |
| *Judgment* |  |  |  |  |  |
| *Contribution to Department Goals* |  |  |  |  |  |
| *Communication Skills / Tactfulness* |  |  |  |  |  |
| *Dependability; Follow Through* |  |  |  |  |  |
| *Attendance / Punctuality* |  |  |  |  |  |
| *Professional Image* |  |  |  |  |  |
| *Professional Development* |  |  |  |  |  |
| *Impact on Meeting Needs of Students / Community / Customers*  *( Internal or External)* |  |  |  |  |  |
| *Impact on Student Success & Retention* |  |  |  |  |  |
| *Adherence to Policies and Procedures* |  |  |  |  |  |
| *Adherence to Budget* |  |  |  |  |  |
| *Management Ability*  *(staffing, guidance, morale, delegation, etc.)* |  |  |  |  |  |

**Supervisor’s Review:** (fields will expand allowing several lines of input)

Individual’s strengths and accomplishments contributing to successful performance (and goals completed):

Opportunities for Improvement:

Performance/Department Goals for FY: \_\_\_\_\_\_

Professional Development Goals for FY: \_\_\_\_\_\_

**Satisfactory Unsatisfactory\***

**Requirements of the job are satisfactorily met.** **Unsatisfactory job performance is work-related performance**

**that fails to satisfactorily meet job requirements specified in**

**the employee’s job description or work plan or as directed by**

**the employee’s supervisor.**

I have read this performance review and appraisal and I am  or /am not  submitting my own statement to indicate disagreement and requesting an appeal.

Signature of Employee Date

Signature of Supervisor Date

Signature of Executive Officer Date

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**Performance Rating                                Demonstrated Actions and Behaviors**

|  |  |
| --- | --- |
| **Exceeds Expectations** | An employee given Exceeds Expectations demonstrates an exceptional level of performance and consistently exceeds expectations and requirements of the job.  The manager/supervisor will see many of the following behaviors demonstrated by the employee throughout the course of the year:   * Consistently and clearly exceeds job requirements * Presents viable solutions to problems and the plan to execute the solutions * Routinely demonstrates a willingness to complete work that may be out of scope of their regular responsibilities * Consistently looks for process improvements and development opportunities |
| **Meets Expectations** | An employee given Meets Expectations demonstrates a solid level of performance and regularly meets expectations and requirements of the job. The manager/supervisor will see many of the following behaviors demonstrated by the employee throughout the course of the year:   * Consistently meets and occasionally exceeds expectations and requirements * Results are timely, accurate and are produced with minimum supervision * Often demonstrates a willingness to complete work that may be out of scope of their regular responsibilities * Is open to implementing process improvements and development opportunities |
| **Does Not Meet Expectations** | An employee given Does Not Meet Expectations is not meeting the job expectations and consistently fails to meet the stated job requirements.  The manager/supervisor will see many of the following behaviors demonstrated by the employee throughout the course of the year:   * Does not complete work responsibilities in a consistent manner * Requires substantial supervision to achieve work responsibilities * Does not adhere to department policies and expectations * Is unable to recognize or remedy problems * *May require professional development or further, corrective action* |

**\*Definition of Unsatisfactory Performance:**

The failure to satisfactorily meet the minimum performance standards that specifically related to the employee's duties and responsibilities. An employee's failure to meet established work standards may be addressed through the performance evaluation process and/or the use of progressive discipline including, but not limited to a Performance Improvement Plan (PIP).