|  |  |  |  |
| --- | --- | --- | --- |
| Appraisal Period: From | January 1, 2024 | To: | December 31, 2024 |
| Name of Supervisor Being Evaluated: | Click here to enter text. |
| Department: | Click here to enter text. |

# **Section I. Performance Evaluation**

Please refer to the Performance Criteria with Behavioral Indicators for Managers link to rate the supervisor on the performance criteria listed below. In the rating column, place the rating which best describes the supervisor’s behavior during the appraisal period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FE = Far Exceeds | EE = Exceeds | ME = Meets | DNM = Does Not Meet | U = Unsatisfactory  | N/A = Not Applicable |

|  |  |  |
| --- | --- | --- |
| **Performance Criterion** | **Comments** | **Rating** |
| **Adaptability**Adapts readily to and functions effectively during new situations and changes in the workplace. | Click here to enter text. | Click here to enter text. |
| **Communication**Effectively and clearly expresses ideas, actively listens, and maintains two-way dialogue with others on work and results. | Click here to enter text. | Click here to enter text. |
| **Customer Focus**Commits to meeting the expectations and requirements of students, faculty, staff, alumni and public. | Click here to enter text. | Click here to enter text. |
| **Decision Making & Problem Solving**Makes timely and logical decisions and solves problems using a combination of logic, analysis, knowledge, experience and judgment. | Click here to enter text. | Click here to enter text. |
| **Employee Relations**Demonstrates fairness, encourages harmony, and deals with problem direct reports in a timely manner. | Click here to enter text. | Click here to enter text. |
| **Ethics and Integrity**Acts in accordance with University values, displaying a commitment to ethics and integrity at all times. | Click here to enter text. | Click here to enter text. |
| **Performance Criterion** | **Comments** | **Rating** |
| **Initiative**Willingly accepts special assignments, job tasks and responsibilities. | Click here to enter text. | Click here to enter text. |
| **Interpersonal Relations**Establishes effective working relationships with peers, managers, customers and students. | Click here to enter text. | Click here to enter text. |
| **Job Knowledge**Possesses adequate functional and technical knowledge and skills to perform the duties of the job. | Click here to enter text. | Click here to enter text. |
| **Judgment**Exercises logical thinking and anticipates consequences of actions. | Click here to enter text. | Click here to enter text. |
| **Leading & Developing Direct Reports**Leads and develops direct reports by providing feedback, support, motivation, and opportunities for skill development. | Click here to enter text. | Click here to enter text. |
| **Organization, Planning & Time Management**Manages time, priorities and resources effectively and efficiently to achieve personal, departmental and University goals. | Click here to enter text. | Click here to enter text. |
| **Reliability**Executes job responsibilities fully with a commitment to doing the best job possible. | Click here to enter text. | Click here to enter text. |
| **Teamwork**Works collaboratively and cooperatively with others to accomplish assignments and goals within the department and across the University. | Click here to enter text. | Click here to enter text. |

# **Appraiser’s General Comments**

The appraiser should provide any additional comments that he/she believes are important for describing the supervisor’s overall performance.

|  |
| --- |
| Click here to enter text. |

**Section II. Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by: |  | Date prepared: |  |
| Reviewed by: | Employee’s Signature | Date reviewed: |  |
|  | Dean’s or Department Head’s Signature, if appropriate |  |  |
|  |  | Date reviewed: |  |
|  | Supervising President’s Cabinet Member Signature |  |  |