



Office of Human Resources SUPERVISOR EVALUATION FORM

Evaluation Period: _____ Probationary Permanent

Management Team Member Name: _____

Position: _____

Performance Rating Standards

Outstanding

- Management Team member frequently operates above and beyond the job description
- Management Team member's goals and objectives are frequently exceeded
- Management Team member innovates and implements transforming agendas

Exceeds Expectations

- Management Team member periodically operates above and beyond the job description
- Management Team member executes role and responsibility more than adequately
- Management Team member's goals and objectives are met or occasionally exceeded

Meets Expectations

- Management Team member performs duties and responsibilities within the job description
- Management Team member performance rarely exceeds expectations
- Management Team member meets specific performance standards defined by specific measureable outcomes based on the top 6-8 job responsibilities – as determined by the supervisor.

Below Expectations

- Management Team member periodically falls below performance standards

Unsatisfactory

- Management Team member fails to meet expectations in several areas or one key area that is critical to the position.

A. Position Description Performance of responsibilities as defined by the position description.

5	4	3	2	1	Enter Score
Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	

Comments:

B. Management Objectives Degree of success in completing management objectives, taking into consideration the degree of difficulty inherent in the objectives.

5	4	3	2	1	Enter Score
Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	

Comments:

C. Behavioral Ratings Measured by Behavioral Rating Scales: Commitment to management team; ability to engage in cooperative relationships; decision-making ability; ability to develop positive relationships; written and verbal skills; supervisory skills; time and resource management.

5	4	3	2	1	Enter Score
Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	

Comments:

D. Professional Development Recommendations for professional growth & continued education. Professional growth opportunities completed including: trainings, conferences, education and other activities.

5	4	3	2	1	Enter Score
Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	

Comments:

E. Other Activities and Responsibilities Participation in community organizations, professional organizations or College Committees.

5	4	3	2	1	Enter Score
Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	

Comments:

F. Special Projects and Assignments: Participation in special assignments, projects or unanticipated activities.

5	4	3	2	1	Enter Score
Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	

Comments:

Weighted Components:

50%	25%	15%	5%	2.5%	2.5 %	Total Percentage
Position Description	Management Objectives	Behavioral Rating	Professional Development	Other Activities & Responsibilities	Special Projects & Assignments	

Overall Rating:

5	4	3	2	1	Total Score
Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Unsatisfactory	

Comments:

