

Employee Name: _____ Year: _____

Wayne Community College Staff Performance Appraisal (Section II)

Ratings and Meanings:

O	Performance consistently exceeds job requirements. Demonstrates unusually high level of performance relative to all assignments and objectives. Distinguished performance overall.
E	Performance meets and often exceeds job requirements. Demonstrates successful performance on all major assignments and objectives and consistently exceeds position requirements in some areas.
M	Performance consistently meets job requirements. Demonstrates successful performance on all or most major assignments and objectives.
N	Performance is inconsistent. Meets some job requirements but not consistently. Overall performance is below the acceptable level and must improve to meet minimum position requirements.
U	Performance is consistently below job requirements. Fails to meet position requirements in most areas. Corrective action plan and performance improvements are mandatory.
NA / NO	This accountability is not applicable or has not been observed by the reviewer.

I. PRIMARY JOB TASKS		COMMENTS	RATING
A			
B			
C			
D			
E			
II. ANNUAL OBJECTIVES		COMMENTS	RATING
A			
B			
C			
D			
E			

Employee Name: _____ Year: _____

Wayne Community College Staff Performance Appraisal (Section III)

Assessment of Observed Behavior

This section provides opportunities to evaluate the degree to which an employee exhibited certain skills and abilities during performance of the job (how the job was accomplished). It is not required to rate skills that are not required by the position.

- O** Performance consistently exceeds job requirements.
- E** Performance meets and often exceeds job requirements.
- M** Performance consistently meets job requirements.
- N** Performance is inconsistent; some requirements are met but not consistently.
- U** Performance is consistently below job requirements.

Complete this section for all employees.

_____	Problem Solving and Decision Making	_____	Interpersonal Skills / Team Work
_____	Initiative	_____	Creativity and Innovation
_____	Personal Productivity	_____	Flexibility
_____	Communication Skills	_____	Personal and Career Development

Overall Rating: _____

Supervisor's Summary:

(brief comments on employee's strengths and limitations; recommendations for improvement)

Supervisor's Signature _____ Date _____

_____ I agree with this evaluation.
_____ I do not agree with this evaluation. I understand that I may submit a letter expressing my differing opinion and that I may request a conference at the next level of supervision

Employee's Signature _____ Date _____