MARIST COLLEGE
Administrative Performance Appraisal
for Administrators Without Supervisory Responsibilities

NAME: ______________________________________________________________________

TITLE: ______________________________________________________________________

OFFICE/DIVISION: ____________________________________________________________

SUPERVISOR: _______________________________________________________________

EVALUATION DATES: Beginning______________________ Ending______________________

CURRENT STATUS: ___ FULL-TIME ___ 12-MONTH ___ 10-MONTH ___ PART-TIME ___ OTHER

TYPE OF APPRAISAL: ____ PROBATIONARY ____ MID-YEAR ____ YEAR END

JOB DESCRIPTION REVIEW
*Supervisor and staff member must review the job description together.

Does the current job description properly describe the duties and responsibilities of this position?

_____ YES _____ NO

Are there any significant duties or responsibilities which would materially change the Job Description that should be:

______Added _____Deleted_____Rephrased?

If there are any necessary changes, please note them on the current job description, and attach a copy to this performance appraisal.
Performance Ratings Scale

The following ratings shall be utilized to evaluate performance in each area. Supervisors may add comments which support or clarify the rating assigned in the space provided. (Attach additional pages as necessary to appropriately document ratings).

Exceptional (5):
Consistently exceeds standards in all performance categories. Provides leadership, is highly productive, innovative, responsive, fosters teamwork, and generates top-quality work. Has made significant contributions in support of College goals and initiatives.

Exceeds Expectations (4):
Consistently meets and often exceeds standards in all performance categories. Is very productive and effective in key areas of responsibility. Has made contributions in support of College goals and initiatives.

Meets Expectations (3):
Meets standards in all performance categories; may exceed expectations in some areas. Is productive and has made contributions in support of College goals and initiatives.

Below Expectations (2):
Sometimes meets standards in performance categories; seldom exceeds and often falls short of desired results. Improvement is needed in key areas of responsibility. Does not make adequate contributions in support of College goals and initiatives.

Unsatisfactory (1):
Does not meet standards in most performance categories; productivity in key areas of responsibility is unacceptable.

5 – Exceptional  4 – Exceeds Expectations  3 – Meets Expectations  2 – Below Expectations  1 – Unsatisfactory
I. Focus on Results

1. Accomplishes expected workload and achieves targeted/planned outcomes/results in support of College and unit missions and priorities based upon strategic and operational plans.

   1  2  3  4  5

2. Develop goals/objectives in alignment with College and unit missions and priorities and based upon strategic and operational plans.

   1  2  3  4  5

3. Plans, prioritizes and organizes work effectively.

   1  2  3  4  5

4. Identifies and works to solve problems in a timely manner.

   1  2  3  4  5

5. Identifies and utilizes resources efficiently, effectively and responsibly.

   1  2  3  4  5

6. Accepts responsibility for own actions.

   1  2  3  4  5

Additional comments and/or criteria:

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

5 – Exceptional  4 – Exceeds Expectations  3 – Meets Expectations  2 – Below Expectations  1 – Unsatisfactory
II. Quality and Reliability

1. Completes tasks and provides services accurately, thoroughly, promptly, and effectively.
   
   1  2  3  4  5

2. Performs duties and responsibilities reliably and consistently.
   
   1  2  3  4  5

3. Listens carefully and responds appropriately to requests for assistance or service.
   
   1  2  3  4  5

4. Delivers courteous, timely and attentive service.
   
   1  2  3  4  5

5. Demonstrates commitment to continually improve the quality of programs, methods, procedures, services, etc.
   
   1  2  3  4  5

6. Demonstrates sound judgment and correct decision making.
   
   1  2  3  4  5

Additional comments and/or criteria:

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__________________________________________________________
III. Job Knowledge and Competencies

1. Applies specialized knowledge effectively in the performance of job duties.
   1  2  3  4  5

2. Uses critical thinking skills to solve problems.
   1  2  3  4  5

3. Demonstrates ability to acquire and apply new job related skills.
   1  2  3  4  5

4. Works well with minimal supervision.
   1  2  3  4  5

5. Maintains job competencies and knowledge by staying abreast of new developments.
   1  2  3  4  5

6. Knows and complies with College and campus operating expectations, principles, policies and procedures.
   1  2  3  4  5

Additional comments and/or criteria:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
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IV. Learning and Development

1. Reflects on and continually learns from experiences.
   1  2  3  4  5

2. Demonstrates flexibility and adapts well to change.
   1  2  3  4  5

3. Demonstrates initiative and accepts new challenges.
   1  2  3  4  5

4. Participates in learning and development activities.
   1  2  3  4  5

Additional comments and/or criteria:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
V. Relationships, Respect and Community

1. Actively participates and contributes as a team player.

   1  2  3  4  5

2. Builds and maintains cooperative working relationships within unit and across departmental lines.

   1  2  3  4  5

3. Helps to resolve interpersonal and team conflicts constructively.

   1  2  3  4  5

4. Promotes and supports diversity by demonstrating respect for others and accords fair and just treatment to all.

   1  2  3  4  5

5. Contributes to and/or participates in the development of the campus community.

   1  2  3  4  5

6. Demonstrates integrity and behaves ethically.

   1  2  3  4  5

Additional comments and/or criteria:

____________________________________________________________________________________________
____________________________________________________________________________________________
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VI. Communication

1. Communicates clearly and effectively both orally and in writing.
   
   1  2  3  4  5

2. Receives and provides constructive feedback.
   
   1  2  3  4  5

3. Fosters open communications, elicits multiple perspectives.
   
   1  2  3  4  5

4. Uses appropriate channels of communication to convey and disseminates information and ideas in a timely manner.
   
   1  2  3  4  5

Additional comments and/or criteria:

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VI. Planning, Assessment, and Continuous Improvement

1. Demonstrates continuous improvement in his/her areas of responsibility

   1  2  3  4  5

2. Produces work in support of the College’s strategic goals and initiatives

   1  2  3  4  5

Additional comments and/or criteria:

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VII. Summary of Appraisal

A. Summary Performance Rating

Indicate your overall appraisal rating of the employee considering his/her value to the College which should reflect the actual accomplishments and performance level during the evaluation period.

_____ 5. Exceptional
_____ 4. Exceeds Expectations
_____ 3. Meets Expectations
_____ 2. Below Expectations
_____ 1. Unsatisfactory

Additional comments:
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___________________________________________________________________________
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5 – Exceptional  4 – Exceeds Expectations  3 – Meets Expectations  2 – Below Expectations  1 – Unsatisfactory
VIII. Additional Comments

A. Performance Outcomes/Results

Use this section to describe the major outcomes/results the employee achieved during this review period. You may list any relevant achievements but the focus should be on those planned outcomes/results achieved either in support of College/Unit mission or which were priorities/projects established to support the strategic plan or unit operating plan.

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B. Please list any areas needing improvement:

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5 – Exceptional  4 – Exceeds Expectations  3 – Meets Expectations  2 – Below Expectations  1 – Unsatisfactory
C. Employee Comments:

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D. Line Executive Comments

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IX. Signatures

I have read and discussed this review with my supervisor and I understand its contents. My signature does not necessarily imply that I agree with the review or its contents.

_________________________________                                        ____________________________  
Employee’s Signature                                                             Date

_________________________________                                        ____________________________  
Immediate Supervisor’s Signature                                                  Date

_________________________________                                        ____________________________  
Line Executive’s Signature                                                        Date
### X. Goals and Objectives for the Next Evaluation Period

1. ________________________________________________________________________  
   ________________________________________________________________________  
   ________________________________________________________________________  
   Time Frame _____________________________________________________________  
   Evaluation Measures ______________________________________________________  

2. ________________________________________________________________________  
   ________________________________________________________________________  
   ________________________________________________________________________  
   Time Frame _____________________________________________________________  
   Evaluation Measures ______________________________________________________  

3. ________________________________________________________________________  
   ________________________________________________________________________  
   ________________________________________________________________________  
   Time Frame _____________________________________________________________  
   Evaluation Measures ______________________________________________________  

4. ________________________________________________________________________  
   ________________________________________________________________________  
   ________________________________________________________________________  
   Time Frame _____________________________________________________________  
   Evaluation Measures ______________________________________________________  

5 – Exceptional  4 – Exceeds Expectations  3 – Meets Expectations  2 – Below Expectations  1 – Unsatisfactory
XI. Professional Development and/or Performance Improvement Plan

A. Describe the coaching, training or development activities that would help improve performance in any performance category, promote learning and job growth, and/or enhance career development.

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