



# PERFORMANCE APPRAISAL FORM

*Instructions: To move from one item to another DO NOT USE THE ENTER KEY. Please click on the item you wish to select or fill.*

EMPLOYEE'S NAME:			
EMPLOYEE'S TITLE:			
DEPARTMENT:			BANNER ID:
SUPERVISOR'S NAME:			
SUPERVISOR'S TITLE:			
LOCATION: (COLLEGE)	RATING PERIOD: 09/01/2014 – 08/31/2015		

Supervisor's Initials	Date	Employee's Initials	Date



## Section I – Job Specific Duties

**RATING SCALE:** Below/Meets/Exceeds Expectations

**DUTY:**

**COMMENTS:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

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**COMMENTS:**

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**DUTY:**

**COMMENTS:**

Supervisor's Initials	Date	Employee's Initials	Date



## Section II – General Performance Measurements

### **COMMUNICATION SKILLS:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS:**

### **CUSTOMER SERVICE:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS:**

### **INITIATIVE:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS:**

### **KNOWLEDGE:**

NOTE: THIS MEASUREMENT INCLUDES COMPLETION OF THE ANNUAL ONLINE ETHICS TRAINING AND OTHER REQUIRED TRAINING. IF THE EMPLOYEE HAS NOT COMPLETED ANNUAL ONLINE ETHICS TRAINING, CIRCLE "BELOW" AND NOTE THE REASON UNDER "COMMENTS."

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS:**

### **WORK QUALITY/RELIABILITY:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS**

### **TEAMWORK/TEAMBUILDING:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS:**

Supervisor's Initials	Date	Employee's Initials	Date



**ORGANIZING/PLANNING/PROBLEM SOLVING:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS:**

**LEADERSHIP:**

**RATING SCALE:** Below/Meets/Exceeds Expectations

**COMMENTS:**

Supervisor's Initials	Date	Employee's Initials	Date



## SECTION III – DEVELOPMENTAL ACTIVITIES

Alamo Colleges is committed to personal and career development of all employees. Developmental activities are not mandatory but the strategic plan does recommend that each employee take part in one developmental activity during each year. Within the framework of staff development, many opportunities are available for improving the quality of your professional activities, career potential, and personal development. The employee's development can be achieved through a variety of activities such as:

- **Workshops**
- **Certifications**
- **On-the-Job/Cross-training**
- **College courses**
- **Professional organizations**
- **Local/State/National conferences**
- **Continuing education**
- **In-house training**

### Developmental activities completed during current rating period

1. **Date Completed**
2. **Date Completed**
3. **Date Completed**

### Developmental activities to be completed for the next rating period

- 1.
- 2.
- 3.

### Required training required this rating period

- 1.
- 2.
- 3.

### ***Example of required training programs***

- *Sexual Harassment Prevention (supervisors and staff)*
- *Ethics*
- *Equal Employment Opportunity Training (supervisors and staff)*
- *General Safety/ Defensive Driving*

Supervisor's Initials	Date	Employee's Initials	Date



## SECTION IV – SIGNATURES

\*I have met with my supervisor and we have reviewed and discussed the contents of this appraisal.

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EMPLOYEE SIGNATURE

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REVIEWING SUPERVISOR'S SIGNATURE

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DIRECTOR, DEAN OR ADMINISTRATOR

\*Signature indicates that the employee has reviewed and discussed the completed form but it does not imply agreement with the statements.

If the employee does not agree with any statements contained in this appraisal, she/he is encouraged to attach their written comments to this form. The employee has five (5) working days to submit any written responses.



I do not agree with statements contained in this appraisal and will submit written comments.

Supervisor's Initials	Date	Employee's Initials	Date