

**PERFORMANCE APPRAISAL/ANNUAL REVIEW
SPRINGFIELD COLLEGE**

Employee Name _____	Position _____
Department _____	Supervisor _____
Performance Review Period beginning (month) _____ (year) _____	

Job Importance Rating Scale

- 0 - Not Applicable to This Position**
- 1 - Somewhat Important to This Position**
- 2 - Highly Important to This Position**

Performance Rating Scale

- 1 - Unsatisfactory Performance - Fails to carry an adequate work load or fails to meet minimal expectations.**
- 2 - Needs Some Improvement to Meet Position Requirements - Carries an adequate work load and minimal expectations, but needs improvement in some areas.**
- 3 - Meets Position Requirements - Consistently carries a full work load and meets expectations in all areas; possesses a thorough competence derived from experience and training, strongly contributes to College goals.**
- 4 - Frequently Exceeds Position Requirements - Contributions were clearly outstanding and identifiable as exceeding expectations which strongly contributed to College goals. Exhibited strong personal initiative and insight. Performance typically exceeded expectations in many areas.**
- 5 - Distinguished Performance - Contributions marked by distinction and excellence which resulted in a significant move forward in meeting College objectives. Exhibited leadership qualities in addition to personal initiative and insight. Performance far Exceeded expectations.**

Springfield College

Performance Planning and Review

A. Job Assessment

Major Job Functions	Priority	Expectations	RESULTS	
	0 1 2		1 2 3 4 5	1 2 3 4 5
	0 1 2		1 2 3 4 5	1 2 3 4 5
	0 1 2		1 2 3 4 5	1 2 3 4 5
	0 1 2		1 2 3 4 5	1 2 3 4 5

A. Job Assessment

Major Job Functions

Priority

Expectations

RESULTS
Self Supervisor

	0 1 2		1 2 3 4 5	1 2 3 4 5
	0 1 2		1 2 3 4 5	1 2 3 4 5
	0 1 2		1 2 3 4 5	1 2 3 4 5
	0 1 2		1 2 3 4 5	1 2 3 4 5

B. Individual Performance Elements

	RESULTS											
	NA	Self					Supervisor					
1. Job Knowledge: Thoroughly understands the duties/responsibilities of the current job; demonstrates proficiency in all tasks; seeks out new job relevant information; exercises good judgment; possesses a working knowledge of College policies and procedures and their impact on the job.		1	2	3	4	5		1	2	3	4	5
2. Quality of Work: High degree of accuracy, thoroughness, quality of end results; commitment to continuous improvement and problem prevention. Consistently follows College policies and procedures.		1	2	3	4	5		1	2	3	4	5
3. Productivity: Actively pursues completion of work assigned and meets deadlines; produces appropriate output as established by goals and objectives; well-organized. Utilizes time and resources effectively; gives extra effort when needed.		1	2	3	4	5		1	2	3	4	5
4. Communication Skills: Understands oral and written communications; communicates clearly in oral and written communications. Encourages open exchange of ideas and opinions. Develops channels for communication up and down and across the organization; keeps supervisors and others informed.		1	2	3	4	5		1	2	3	4	5
5. Cooperation/Teamwork: Develops and maintains effective relationships, internally and externally as needed. Works effectively with others; demonstrates willingness to assist others. Encourages and supports coworkers. Demonstrates concern for students, customers and fellow workers. Accepts direction well from supervisor.		1	2	3	4	5		1	2	3	4	5
6. Customer Service: Provides consistently high quality service; exhibits willingness to meet customer needs. Fosters cooperative relations both inside and outside the department; is courteous and considerate.		1	2	3	4	5		1	2	3	4	5
7. Dependability: Demonstrates a consistent pattern of satisfactory attendance. Follow through with assigned work. Accepts responsibility.		1	2	3	4	5		1	2	3	4	5
8. Integrity: Demonstrates self-awareness; has personal credibility; represents self and situations honestly; acts ethically; maintains confidentiality.		1	2	3	4	5		1	2	3	4	5
9. Flexibility: Adapts quickly to changing work demands and priorities; accepts change and can integrate new knowledge and skills. Learns and/or assumes new tasks; seeks and supports different points of view.		1	2	3	4	5		1	2	3	4	5
10. Judgment/Decision Making/Problem Solving: Makes sound decisions that are supportive of the mission of the College. Identifies problems, evaluates facts and reaches sound solutions. Conducts self appropriately at all times; accepts responsibility for own decisions.		1	2	3	4	5		1	2	3	4	5
11. Initiative/Works Independently: Ability and willingness to work with minimal direction and to anticipate and meet organizational needs. Willingness and persistence in seeking solutions to problems both within and beyond areas of direct responsibility. Proposes new ideas and/or methods for improved efficiency. Pursues professional development; seeks new approaches.		1	2	3	4	5		1	2	3	4	5
12. Leadership: Creates a shared vision consistent with established goals. Plans, organizes, and integrates efforts; manages resources effectively. Builds a positive climate that fosters high morale; achieves results by promoting teamwork; directs others effectively. Plans and conducts, and completes performance reviews on time.		1	2	3	4	5		1	2	3	4	5
13. Self-Development: Increases knowledge through course work, seminars and reading; applies new information effectively.		1	2	3	4	5		1	2	3	4	5

Highlights of Work Contributions: (Achievements and/or Improvements made by the employee during past appraisal period:

Goals or Projects for the Upcoming Evaluation Period; including where the Individual's performance could be improved.

Overall Review Rating: _____

Supervisor's Comments:

Employee's Comments: (Optional)

Prepared By: _____
 Employee's signature: _____
 Reviewed by (next level supervisor): _____
 Division VP Signature: _____

Date: _____
 Date: _____
 Date: _____
 Date: _____

Distribution: Original – Human Resources Copy – Employee Copy - Department