



NAVARRO COLLEGE STAFF PERFORMANCE APPRAISAL

DATE OF REVIEW: _____

STAFF EVALUATION FOR: _____

NAME OF EVALUATOR: _____

Performance Measures: *Not Applicable (NA), Meets Expectations (ME), Needs Improvement (NI)*

BASIC JOB REQUIREMENTS	NA	ME	NI
1. Understanding of the job: Does the employee demonstrate an understanding of the purpose of their position and posses the knowledge and skills to fulfill that purpose?			
2. Quality of work: Is the quality of work performed acceptable?			
3. Productivity and efficiency: Does the employee manage their time and resources efficiently and do they meet deadlines?			
4. Attendance: Does the employee follow procedure for absences? Is the employee on time for work schedule?			
5. Initiative: Does the employee take appropriate action when situations arise with minimal direction from supervisor? Does the employee seek out the opportunity to learn new skills?			
6. Safety: Does the employee follow safety rules and use caution regarding safety measures in their work performance? Do they help prevent hazardous or unsafe work practices in their workplace?			
7. Customer service: Does the employee strive to provide the best service possible to students, faculty, staff, or the public?			
8. NC Standard: Does the employee exhibit honesty, integrity, high ethical standards, and a passion for the mission of the College while performing their work duties?			

Describe strengths in this category and explain any ME markings:

Identify any opportunities for improvement in this category and explain any NI markings:

PROFESSIONAL SKILLS	NA	ME	NI
1. Planning and organizing: Does the employee have organization and planning skills to perform required tasks and set priorities?			
2. Problem Solving: Does the employee use resources to find solutions to problems or suggest alternatives? Is the employee able to resolve issues when appropriate without involving their supervisor?			
3. Creativity: Does the employee think outside of the box to resolve issues or create new innovative methods for their assigned responsibilities?			
4. Flexibility: Is the employee able to adjust to changes in assignments or environment?			
5. Resource Management: Does the employee manage their entrusted resources with efficiency and good judgment?			
6. Accountability: Does the employee take accountability for actions taken in completing their tasks?			

Describe strengths in this category and explain any ME markings:

Identify any opportunities for improvement in this category and explain any NI markings:

INTERPERSONAL SKILLS	NA	ME	NI
1. Communication: Does the employee communicate with others accurately and effectively in both verbal and written communication?			
2. Teamwork: Does the employee interact effectively with others to collaborate on projects and achieve set goals?			
3. Conflict Resolution: Is the employee able to timely resolve conflicts without disrupting the workplace or involving unnecessary parties?			
4. Self Awareness: Is the employee able to receive feedback from their supervisor and others and use it to better their performance?			
5. Motivation: Is the employee self motivated to accomplish assignments and do they help to motivate others working with them?			

Describe strengths in this category and explain any ME markings:

Identify any opportunities for improvement in this category and explain any NI markings:

STAFF PERFORMANCE APPRAISAL SIGNATURE PAGE

STAFF MEMBER SIGNATURE

I understand that this appraisal will be placed in my personnel file and that I have the opportunity to provide a written response that will also be placed in my personnel file.

Signature of Staff Member

Title

Date

Employee Comments:

EVALUATOR SIGNATURES

Signature of Administrator conducting the appraisal

Title

Date

Signature of Executive Officer

Title

Date