



Washington College PERFORMANCE APPRAISAL

Administrator • Supervisor • Professional

Last Name	First	M.I.

Title		

Department		

Date		

PERIOD COVERED BY THIS APPRAISAL

From:

To:

REASON FOR THIS APPRAISAL

- Initial
- Annual
- Transfer
- Other

WC’s performance appraisal program provides the opportunity at least annually for an employee and supervisor to engage in a job performance interview which records performance recognition and improvement plans. It assists the supervisors in making decisions about merit increases, promotions and continuing employment. In addition, the appraisal process assists the College and its supervisors in the identification of training resource needs.

IMPLEMENTATION PROCEDURES for WC’s PERFORMANCE APPRAISAL PROGRAM

- 1 The supervisor informs the employee that an appraisal will be conducted and invites the employee to complete a self-appraisal in preparation for the appraisal interview.
- 2 The supervisor prepares the appraisal using the job description for the position being appraised and reviews it with the next higher level of supervision, if the supervisor is not a Department Head.
- 3 The supervisor conducts the appraisal interview with the employee and affords the employee a reasonable period of time to complete his/her additional comments.
- 4 The final appraisal must be completed by the supervisor and signed by the employee and supervisor. Any entries or comments placed on the form including the signature must not be written in pencil.
- 5 The original of the performance appraisal must be forwarded to the Human Resources Department for the employee’s file. The supervisor must give a copy of the appraisal to the employee and should retain a copy for the office files.
- 6 Any exception to the use of the appropriate performance appraisal form or process must be approved by the Director of Human Resources.

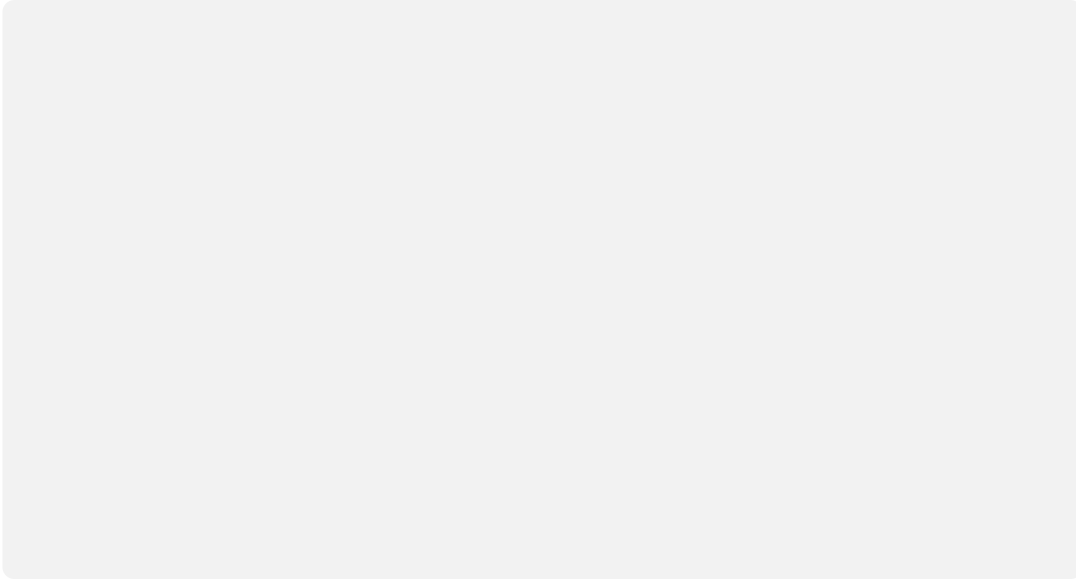
Should you have any questions upon completion of the appraisal, please contact the Human Resources Director

Section 1:

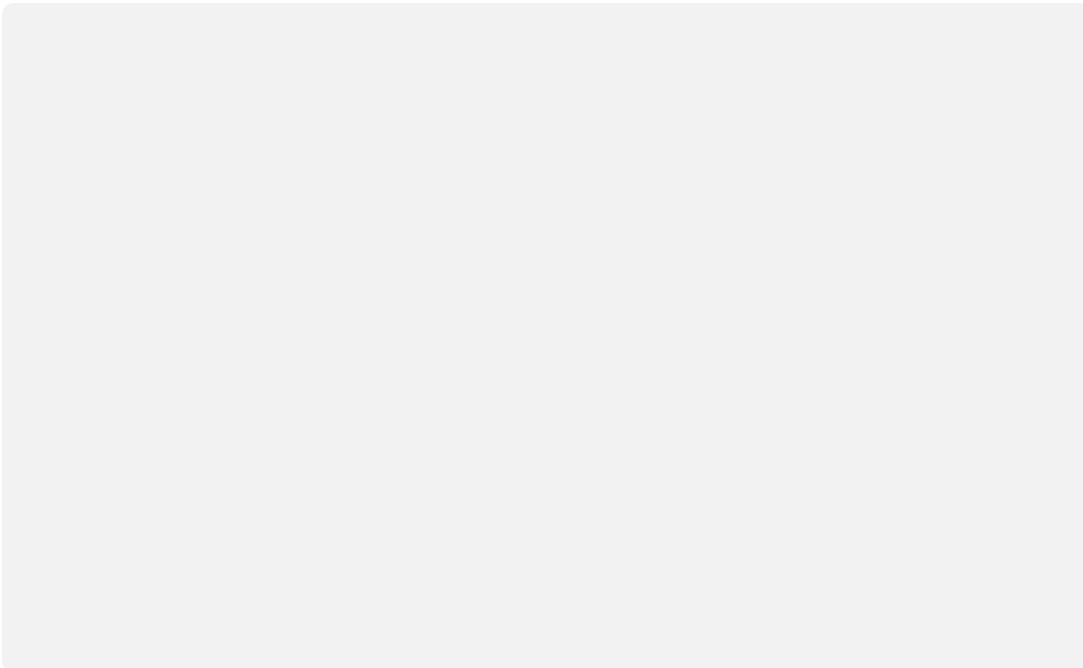
Achievements

What were your major accomplishments during this evaluation period?

Employee:



Supervisor's Comments:



Section 2:

Areas for Improvement/Growth

A. What skills do you have that could be more effectively utilized by your department?

Employee:

B. How can the College help achieve your professional objectives?

Employee:

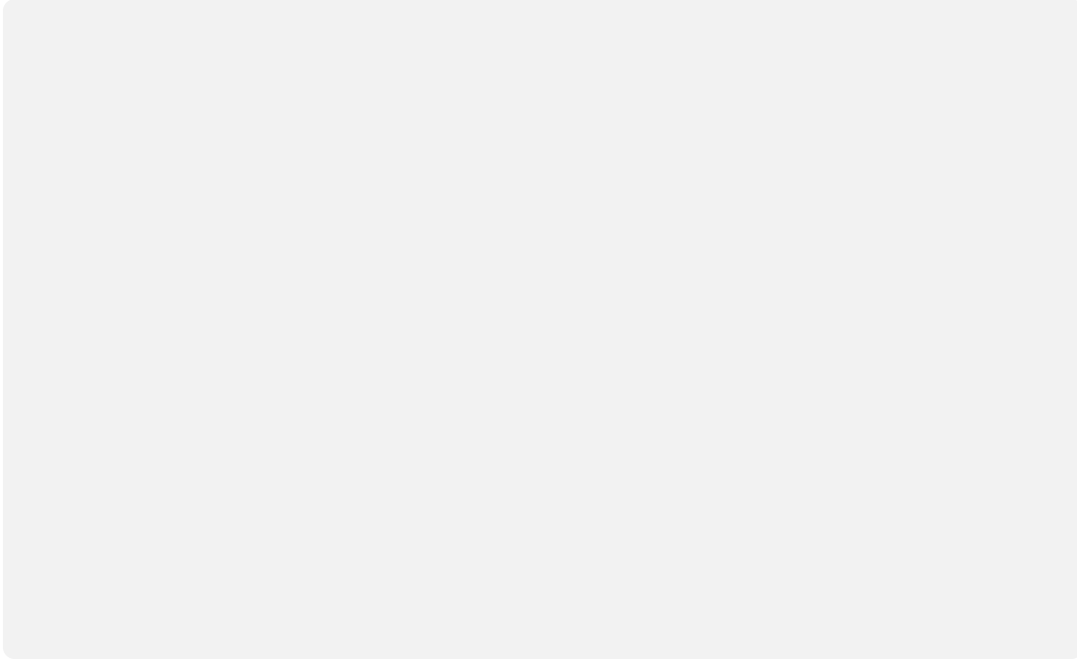
Supervisor's Comments: (Part A and Part B)

Section 3:

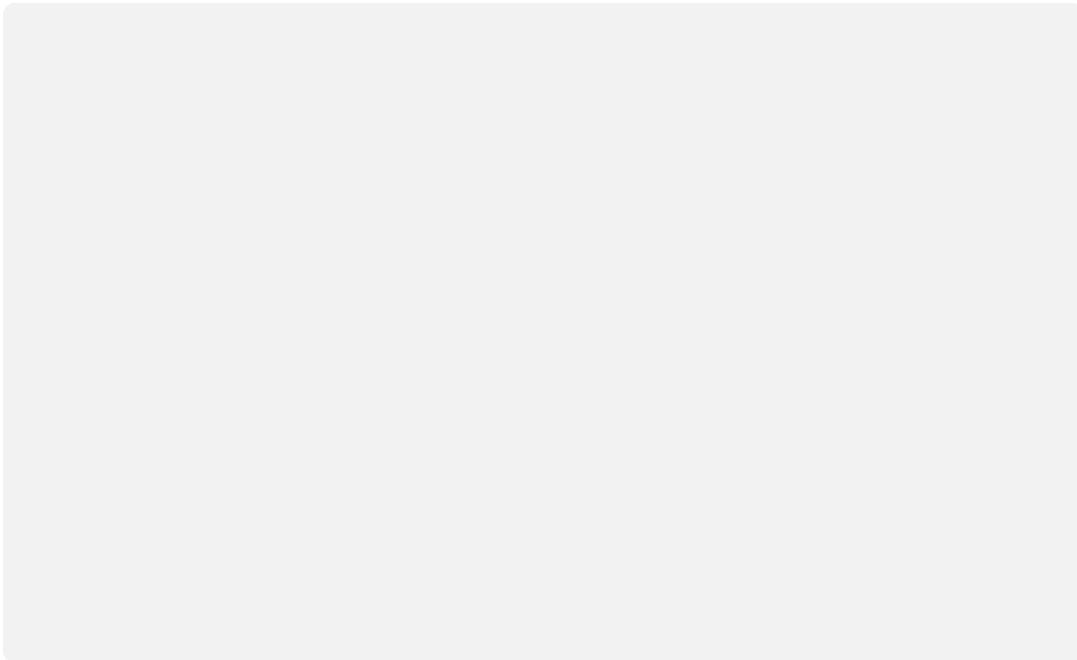
Goals/Objectives

What are your goals and objectives for the upcoming year?

Employee:

A large, empty rectangular box with rounded corners, intended for the employee to write their goals and objectives for the upcoming year.

Supervisor's Comments:

A large, empty rectangular box with rounded corners, intended for the supervisor to provide comments on the employee's goals and objectives.

Section 4:

Other Comments (Optional)

Section 5:

Overall Rating

Supervisor:

Employee's Comments:

Employee's Signature

Date

Supervisor's Signature

Date