



San Carlos Apache College

Department of Human Resources

Performance Evaluation for Supervisors

- (A)ccountability:** *To enable the institution to chart its own course and successfully carry out its unique mission by acquiring independent accreditation, financial self-sufficiency and management autonomy.*
- (R)espect:** *To provide the Nnee an excellent higher education experience rooted in Nnee bi at'e.*
- (R)esilience:** *To rekindle the language, traditions, and culture of the Apache People.*
- (O)penness:** *To ensure the institution has the policies, processes, and resources required to maximize the success of every student.*
- (W)isdom:** *To achieve educational excellence through competitive and relevant academic programs as well as innovative teaching methods appropriate for different learning styles.*



EMPLOYEE NAME		TYPE OF EVALUATION		
		ANNUAL	PROBATIONARY	OTHER
EMPLOYEE ID	POSITION TITLE	IF OTHER,		
DEPARTMENT		EVALUATION PERIOD	FROM	TO

The College is committed to providing all employees with meaningful performance reviews. Performance reviews are designed to determine how well employees achieve their established goals and perform job duties. Supervisor and department heads are responsible for establishing departmental goals that contribute to the College's mission.

Performance review and recognition is a clearly defined and ongoing process that contributes to positive communication, mutual respect, improved performance, individual growth, and career development. This ongoing process involves frequent communication between employees and supervisors about goals and duties, performance standards, and expectations. It seeks to provide greater accountability and effectiveness, and to foster a culture of quality performance and continuous improvement with a focus on internal and external customer service.

An employee's performance evaluation will be reviewed in a fair and reasonable manner. Supervisor performance feedback should be conducted on a periodic basis (at least annually) and should not reflect

personal prejudice, bias, or favoritism on the part of the staff member for the rating or review. It is important to provide constructive feedback in all evaluations. Remember performance is being measured, not the supervisor's value as a person.

Form Instructions

1. Use one of the following ratings below to describe the performance of the supervisor in each of the categories. Please provide justification in comments section for each rating category.
2. Return the original to the Department of Human Resources for placement in the employee's personnel file and a copy to the reviewer and the employee.
3. If there is not enough space in the "Comments" section, please attach additional documents.

Performance Rating:

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Standards
 4 = Exceeds Standards 5 = Outstanding UE = Unable to Evaluate

LEADERSHIP (O)penness	1	2	3	4	5	UE
Demonstrates the ability to direct others in accomplishing work.						
Demonstrates professional, administrative, supervisory and/or specialized knowledge required to perform the job.						
Creates a culture supportive of staff, which fosters individual motivation, high levels of individual and team performance, and quality of service.						
Provides opportunities for others to develop skills.						
Functions effectively under pressure.						
Represents self and situations honestly.						
Responds appropriately to criticism and to suggestions for work improvement.						
Manages assets including technology, equipment, budget and space, where applicable.						
Generates a favorable climate for change.						
Encourages career growth and training opportunities for staff.						

Comments:

PROGRAM/PROJECT MANAGEMENT (<i>R</i>)<i>esilience</i>	1	2	3	4	5	UE
Defines expectations and tasks clearly.						
Plans and organizes work, coordinates with others, establishes appropriate priorities to ensure work completion.						
Delegates work effectively and allows sufficient time for completion of assignments.						
Delegates authority when appropriate.						
Determines appropriate action and follows through in a timely and decisive manner.						
Implements solutions on a timely basis, monitors effectiveness of solutions and makes changes as needed.						
Ensures that work products and services consistently meet needs of customers.						

Comments:

JOB KNOWLEDGE (<i>W</i>)<i>isdom</i>	1	2	3	4	5	UE
Remains up-to-date on current trends in the profession.						
Demonstrates knowledge of theoretical, practical and routine aspects of the position.						
Applies knowledge effectively to job duties.						
Applies SCAC College policies and procedures appropriately.						
Brings innovative ideas to the attention of others.						

Comments:

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PERSONNEL MANAGEMENT (<i>A</i>)ccountability	1	2	3	4	5	UE
Defines expectations and tasks clearly.						
Fosters an enthusiastic and optimistic attitude in the department, school, division, etc.						
Rewards and recognizes individual and team successes.						
Evaluates employees objectively, provides timely information on performance and frequent feedback.						
Demonstrates tact and diplomacy when resolving conflicts and seeks win/win outcomes.						
Acts forthrightly in response to unacceptable behavior or performance and focuses on the situation, issue or behavior rather than on the person.						
Manages personnel issues; enforces policies, safety procedures and work rules.						
Handles pressure and crisis situations with control and composure.						
Maintains high ethical standards for self and employees; is professional.						
Demonstrates proper judgment with sensitive information and issues.						
Overall communication style is respectful and professional to staff, colleagues, etc.						

Comments:

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Professional Development Plan: (identify opportunities for improvement/expectations for the next review period/recommendations for future development).

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SUPERVISORS SIGNATURE	DATE
SUPERVISOR'S NAME (PRINT)	

I acknowledge that I have read this report and that I have been given an opportunity to discuss it with my evaluator. My signature does not necessarily mean that I agree with the report.

Employee Signature

Date