



ALMA COLLEGE

Performance Review Form

Name: _____ Date: _____

Title: _____ Department: _____

Review Period: _____

Alma College's performance appraisal and development program seeks to serve the best interests of both the individual and the organization. The objectives of the program include promoting ongoing communication between staff and their supervisors, providing opportunity for the supervisor to evaluate performance, and facilitating the growth and development of the employee. The completion of this appraisal and the subsequent discussion between supervisor and employee are important parts of this program.

Section 1: Core Competencies

Core Competency	Comments	Assessment (choose one) Meets expectations (ME) Does not meet expectations (DME)
<p>Reliability/Accountability</p> <ul style="list-style-type: none">• Follows through on assignments• Takes ownership of work• Is reliable and responsible• Adheres to Alma College policies and procedures and values		<p>ME</p> <p>DME</p>

<p>Teamwork/Cooperation</p> <ul style="list-style-type: none"> • Serves as a positive colleague or team member • Is flexible, adapts to changing priorities, and recognizes the needs of the College • Establishes productive working relationships 		<p>ME</p> <p>DME</p>
<p>Communication</p> <ul style="list-style-type: none"> • Speaks and/or writes effectively, listens, and clarifies information when necessary • Uses the appropriate tone and gives appropriate content for the designated audience 		<p>ME</p> <p>DME</p>
<p>Service/Civility</p> <ul style="list-style-type: none"> • Treats all with respect, courtesy, and dignity • Strives to achieve service standards 		<p>ME</p> <p>DME</p>

Section 2: Position-Specific Competencies/ Accountabilities

Assess the top 3-5 essential functions for the position. If the position includes managerial responsibilities, please also complete the “Managerial Competencies” section.

Position Specific Essential Function	Comments	Assessment (choose one) Meets expectations (ME) Does not meet expectations (DME)
1.		ME DME
2.		ME DME
3.		ME DME
4.		ME DME
5.		ME DME

Managerial Competencies (Complete for employees with managerial responsibilities)

Managerial Competency	Comments	Assessment (choose one) Meets expectations (ME) Does not meet expectations (DME)
Managing Performance of Others <ul style="list-style-type: none"> • Holds staff members accountable • Provides timely and constructive feedback • Helps staff members to achieve goals • Identifies training and development opportunities 		ME DME
Leadership <ul style="list-style-type: none"> • Provides positive leadership, support and direction • Motivates others to perform at their highest level • Sets a position examples for the team by adhering to Alma College policies, procedures and values. 		ME DME

Section 3: Specific Objectives and Accomplishments

Note the employee’s progress on any goals from the previous review period. Note other accomplishments achieved throughout the past year. Explain if goals had been modified due to departmental operations and changed priorities.

Section 4: Overall Summary of Performance

Summarize overall performance during the review period, including successes in the past year, as well as areas for growth and development for the next year.

Section 5: Performance Objectives and Goals for the Next Year

Note any specific goals or objectives expected in the year ahead, including any expected completion dates.

Section 6: Employee Comments

Employee may include comments in the space below, and/or may attach comments in a separate document.

Overall Performance Level (on Responsibilities, Goals, and Priorities; Accomplishments; and Competencies) Please select one box.

- Meets Expectations** - Consistently strong performance, meets expectations.
- Does Not Meet Expectations** - Performance was consistently below expectations in most areas of responsibility.

Manager signature: _____ **Date:** _____

Employee signature: _____ **Date:** _____

Department head signature: _____ **Date:** _____

Note: Signing this form does not necessarily indicate agreement with the information presented, but does indicate that the manager and employee have met to review it.