

PERFORMANCE REVIEW – SUPERVISOR

Name: _____ Position: _____

Supervisor: _____ Date: _____

TO BE COMPLETED BY THE SUPERVISOR

I. KEY ACCOMPLISHMENTS

Please list the employee's key accomplishments and their impact on Calvin College and/or your department and those you serve (students, alumni, faculty, staff, etc.).

II. PERFORMANCE COMPETENCIES

Please comment on the contributions of the employee in the following areas.

Provide examples for each competency.

a. JOB EFFECTIVENESS

- *Makes timely and effective decisions and communicates outcomes*
- *Takes responsibility for performance to achieve results, dependable in work and attendance*
- *Displays competent job planning, execution and initiative*
- *Include examples of flexibility/adaptability to change, creativity/innovation, and vision and leadership, (if appropriate)*

b. WORKING RELATIONSHIPS

- *Respectfully considers others in interpersonal communication*
- *Demonstrates honesty/fairness, and works to build trust*
- *Resolves conflicts constructively and expresses a positive attitude*
- *Establishes and maintains effective working relationships with people from diverse backgrounds; displays sensitivity to ethnic and gender issues*
- *Give examples of how the employee exhibits teamwork/cooperation (within and across divisions, if applicable)*

c. COLLEGE COMMUNITY ENGAGEMENT:

- *Demonstrates an understanding of college mission and values*
- *Participates in development opportunities across campus*

III. LOOKING FORWARD

- a. What development goals would you recommend for the employee next year? Please consider development goals as they pertain to professional development as well as organizational involvement.

- b. What opportunities or resources are available to address these goals? What additional resources would be helpful to address these goals?

IV. GOALS

List the specific performance goals for this next year. (If you need more space, please attach additional forms.)

Goals for upcoming year	
Achievement goals	Achievement log

Overall Evaluation (check one, based on above comments)

- Performance far exceeds position requirements (include supporting justification in summary comments)
- Performance exceeds position requirements
- Performance fully achieved position requirements
- Performance met minimum position requirements
- Performance does not meet position requirements (include supporting justification in the summary comments, with your recommendation for correcting the situation)

EMPLOYEE COMMENTS:

I have reviewed this Performance Review and all the parts of the PDP along with a current copy of my position description with my supervisor. My signature does not necessarily indicate my concurrence. I understand that I am entitled to receive a copy of my performance review.

I request a review from the next level of supervision

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Next Level of Supervision: _____ Date: _____

Vice President: _____ Date: _____

NOTE TO SUPERVISORS: Be sure to attach a copy of an up-to-date position description; send to your vice president, the provost or the president.

NOTE TO VICE PRESIDENT/PROVOST/PRESIDENT:
Performance review sent to human resources on _____
(date)