



**CARIBBEAN NAZARENE COLLEGE
PERFORMANCE APPRAISAL FORM**

Instructions: The appraisal form must be completed by the immediate supervisor based on the performance standards previously established. The form must be returned to Human Resources no later than three (3) days of completion.

SECTION 1: BACKGROUND INFORMATION

Employee Name (Last, First, MI)		
Department:	Job Title:	Position Level:
Job:	Classification Title:	
<input type="checkbox"/> Probationary Appraisal <input type="checkbox"/> Performance Appraisal	Dates Covered From: To:	

SECTION 3: JOB PERFORMANCE OBJECTIVES

Instructions: Identify the performance objectives agreed upon at the beginning of the performance period

Objectives	Exceeds standards 1 2 3 4 5	Achieves Standards 1 2 3 4 5	Below Standards 1 2 3 4 5
1.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
2.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
3.	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

SECTION 3: JOB BEHAVIOR INDICATORS

Indicators	Exceeds standards	Achieves Standards	Below Standards
<i>Please circle the appropriate rating</i>	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Job Knowledge	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Quality of Work	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Productivity	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Dependability	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Attendance	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Communication	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Character	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Relations with others	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Supervisor Ability			

Instructions: Discuss the ratings in Section 2 and 3

SECTION 4: ACTION PLANS

<p>For achieving expectations (objectives, workshops, setting interim goals etc)</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
<p>For achieving development</p> <ol style="list-style-type: none"> 1. 2. 3. 4.
<p>For achieving career goals (optional)</p> <ol style="list-style-type: none"> 1. 2. 3. 4.

SECTION 5: COMMENTS

RATER'S COMMENTS:

EMPLOYEE'S COMMENTS:

EMPLOYEE'S SIGNATURE: _____ DATE: _____
(Signature does not imply concurrence with rater's appraisal, only that appraisal was administered.)

RATER'S NAME: _____ RATER'S SIGNATURE: _____
DATE: _____

EMPLOYEE'S REFUSAL TO SIGN: I certify that this performance appraisal was discussed with the employee who refused to sign it.

RATER'S CERTIFICATION: _____ DATE: _____

Please deliver this completed document to Human Resources.

INSTRUCTIONS

JOB KNOWLEDGE: In depth knowledge of all requirements of the job. How well does the employee understand all phases of the job as defined by the job description or performance standards set for the position?

QUALITY OF WORK: Accuracy and neatness. Does the employee produce a high quality work product? Is quality work a priority for the employee?

PRODUCTIVITY: Consider employee's ability to prioritize and organize work effectively to meet assigned deadlines. Were assignments timely completed and appropriate follow-up implemented? Is the employee a self starter?

DEPENDABILITY: Employee needs little or no direction. To what extent can the employee be relied upon to carry out instructions; and the degree to which the employee can work with limited supervision?

ATTENDANCE: Attendance and punctuality are very important in maintaining a normal work load and efficient schedule. Employees are expected to report to work regularly and be ready to perform their assigned duties at the beginning of their assigned work shift. Is the employee absent frequently? Are the absences affecting his/her performance? Does this pattern constitute a hardship on the work environment?

COMMUNICATION: Displays appropriate verbal & non- verbal (eye contact, body language) skills, listening skills and techniques. Does the employee actively work on identifying barriers to communication and reducing them

CHARACTER: Employee displays CNC's mission statement in behaviour and attitude. Demonstrates Christian values, self discipline, loyalty, honesty, trustworthiness, dependability and ethics in the workplace.

RELATIONS WITH OTHERS: Consider employee's abilities to maintain a positive and harmonious attitude in the work environment. How well does the employee relate to the supervisors, co-workers and the broader University community.

SUPERVISOR ABILITY: In the evaluation of this factor, consider the employee's ability to organize, plan, train, delegate and control the work of subordinates in an effective manner.

LEVELS OF PERFORMANCE: THE EMPLOYEE' S PERFORMANCE SHALL BE RATED IN ONE OF THE FOLLOWING CATEGORIES:

EXCEED PERFORMANCE STANDARDS: An evaluation resulting from overall performance which is significantly above the performance standards of the position.

ACHIEVES PERFORMANCE STANDARDS: An evaluation resulting from performance which fully meets the performance standards of the position. The supervisor must contact Human Resources to initiate a Performance Improvement Plan, which must be completed jointly by the employee and the supervisor.

BELOW PERFORMANCE STANDARDS: An evaluation resulting from performance which fails to meet the minimum performance standards of the position. The supervisor must contact Human Resources to initiate a Performance Improvement Plan, which must be completed jointly by the employee and the supervisor.

RATING FACTORS

THE FOLLOWING ARE CONDITIONS THAT SHOULD BE CONSIDERED WHEN ASSESING THE EMPLOYEE'S PERFORMANCE:

Score	Rating
1	Very low
2	Low
3	Average
4	High
5	Very high