

# Professionalism Performance Appraisal

Employee Name: \_\_\_\_\_ Program: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Term: \_\_\_\_\_ Class: \_\_\_\_\_

**Purpose:** The purpose of conducting the Performance Appraisal is to: Develop better communication between the employee and the supervisor; Improve the quality of work; Increase productivity; and Promote employee development.  
**Performance Rating Categories:** Consider the employee's performance in each category and designate the level of performance that most accurately describes his/her job performance.

**E – Exceeds Expectation.** Results clearly **exceed** position requirements on a regular basis. Performance is of high quality and is achieved on a consistent basis.

**M – Meets Expectation.** Competent & dependable performance level. Meets the performance standards and objectives of the job without constant follow-up / direction.

**I – Improvement Needed.** Employee does not meet performance objectives on a regular basis and has difficulty following through with tasks. Requires constant follow-up and / or supervision.

**U – Unsatisfactory.** Employee does not meet performance objective. Requires constant follow-up and / or supervision.

## I. GENERAL FACTORS

1. **Communication with supervisors and coworkers (Instructors and Peers)** – The extent to which an employee demonstrates positive communication with supervisors, coworkers, and other staff. Contacted supervisor prior to or as soon as possible regarding questions, issues, attendance, assignments, etc. Demonstrated professional language, topics, and kept personal issues out of work (school) environment.

Exceeds Expectations  Meets Expectations  Improvement Needed  Unsatisfactory

Specific Examples / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Reliability and Sense of Urgency** – Employee was on-time, ready to work, and completed class/homework assignments on time. Scheduled make-ups as soon as possible and followed through with scheduled make-up. Employee does what he/she says they are going to do.

Exceeds Expectations  Meets Expectations  Improvement Needed  Unsatisfactory

Specific Examples / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. **Adherence to Policy** – The extent to which the employees follow company policies, procedures and work conduct rules to include code of conduct, iPad usage, food, drinks, smoking area, quiet areas, parking, etc. i.e. Talking/not paying attention to speaker (instructor/guest/student)

Exceeds Expectations  Meets Expectations  Improvement Needed  Unsatisfactory

Specific Examples / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Participation** – The extent to which employee is willing and demonstrates the ability to participate. This includes in class discussions, activities, asking questions, skills practice, etc.

Exceeds Expectations  Meets Expectations  Improvement Needed  Unsatisfactory

Specific Examples / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. **Appearance** – The extent to which an employee complies with dress code policy

Exceeds Expectations  Meets Expectations  Improvement Needed  Unsatisfactory

Specific Examples / Comments: \_\_\_\_\_

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6. **Code of Conduct** – The extent to which the employee demonstrates proper judgment and decision-making skills and maintains positive attitude in all interactions. Ex. Honesty, treating others with respect, etc.

Exceeds Expectations  Meets Expectations  Improvement Needed  Unsatisfactory

Specific Examples / Comments: \_\_\_\_\_

**Overall Performance** – Rate employee's overall performance in comparison to position duties and responsibilities.

Exceeds Expectations  Meets Expectations  Improvement Needed  Unsatisfactory

## II. Complete All of the Following Sections

1. Accomplishments or new abilities demonstrated since last review: \_\_\_\_\_

2. Specific areas of needed improvement: \_\_\_\_\_

3. Recommendations for development \_\_\_\_\_

Employee's Comments: \_\_\_\_\_

Discussed/reviewed with employee on: \_\_\_\_\_ Follow up requested/desired:  YES  NO

Manager/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_