



# Annual Performance Feedback

Employee \_\_\_\_\_ Department \_\_\_\_\_  
Supervisor \_\_\_\_\_ Time frame: From \_\_\_\_\_ to \_\_\_\_\_

**Completion Instructions:**

- See Performance Coaching Handbook for more details
- Additional pages may be attached, if needed

**Expectations** = This section serves as a guide for supervisor and your employee explaining what to focus most on for that category as it applies to your department and employee job description.

**Supervisor Summary** = This is completed by supervisors prior to the Annual Performance Feedback meeting. It will include a summary of the supervisor’s perception of the employee in this category using the guidelines in the “Expectations”.

**Examples Supporting Supervisor Summary** = This is also completed by supervisors prior to the Annual Performance Feedback meeting. This is a clear direct list of observations and/or any feedback received supporting anything less than favorable, as mentioned in the summary **and why** it is unfavorable. This is also a great place for documented praise. Examples can be provided of the employee’s performance that is beyond expectations and/or acknowledgement when someone performs exceptionally well under high pressure.

**Recommendation(s) for development in this area** = This is completed by supervisors during the Annual Performance Feedback meeting and after:

- A 2 way discussion with their employee about this category summary and the examples provided
- Employee has provided input which can be included
- Employee and supervisor brainstormed around development opportunity and next steps

\* The format of this specific conversation will align with the supervisory training.

\* The goal setting form in the Performance Coaching Handbook is an optional tool for more details outlining significant development opportunities.

**1. Job Skills and Knowledge of Work:**

**Expectation:** Employee successfully demonstrates the proper understanding, skills and knowledge of this position by successfully completing essential and required functions with an acceptable level of supervision.

**Supervisor Summary:**

**Examples supporting Supervisor Summary:**

#1 continued

**Recommendation(s) for development in this area:**

## **2. Quality, Follow-up and Control of Work:**

**Expectation:** Employee produces quality output, meets deadlines and successfully manages the work with efficient use of time, resources, equipment and budget, essential to productivity.

**Supervisor Summary:**

**Examples Supporting Supervisor Summary:**

**Recommendation(s) for development in this area:**

## **3. Cooperation, Teamwork, Interpersonal Relationships and Communication**

**Expectation:** Employee gets along with others in the performance of job duties by having positive professional relationships with co-workers, supervisors and the college community. This includes courtesy, tact, cooperativeness, teamwork, effective communication, offering help to others during high pressure times, etc.

**Supervisor Summary:**

# 3 continued

**Examples Supporting Supervisor Summary:**

**Recommendation(s) for development in this area:**

#### **4. Planning and Flexibility**

**Expectation:** Employee efficiently plans work to meet expected milestones and deadlines; demonstrates flexibility in using new or different approaches to solve department problems; willing to learn new processes, procedures and/or automated techniques to enhance department efficiency and productivity.

**Supervisor Summary:**

**Examples Supporting Supervisor Summary:**

**Recommendation(s) for development in this area:**

## 5. Safety, Housekeeping, Cost Control, Care of Equipment

**Expectation:** The employee has appropriate concern for his/her own safety and the safety of others, the care and proper use of equipment and other college assets with proper attention to cost control and maintaining a safe work area. Also attends mandatory training sessions in this category.

**Supervisor Summary:**

**Examples Supporting Supervisor Summary:**

**Recommendation(s) for development in this area:**

## 6. Professional Learning

**Expectation:** The employee seeks out and attends appropriate professional learning opportunities to enhance professional improvement and follows through on professional learning goals and objectives.

**Supervisor Summary:**

**Examples Supporting Supervisor Summary:**

**Recommendation(s) for development in this area:**

## 7. Dependability: Attendance, Leaves, Punctuality

**Expectation:** The employee demonstrates a professional respect towards attendance and punctuality by aligning with CCM rules and supervisor expectations; completes time reports accurately and promptly; submits leave reports in accordance with college guidelines.

**Supervisor Summary:**

**Examples Supporting Supervisor Summary:**

**Recommendation(s) for development in this area:**

*For supervisory employees only:*

## 8. Supervision, Leadership

**Expectation:** The supervisor leads/motivates/supervises subordinates to accomplish action plans; distributes tasks in an organized, inspirational manner; effectively empowers their team to handle short and long term objectives; engages in feedback activities to improve departmental operations; provides regular performance feedback, coaching and accountability to team members in support of their professional development; leads and encourages innovation.

**Supervisor Summary:**

**Examples Supporting Supervisor Summary:**

#8 continued

Recommendation(s) for development in this area:

**Overall Employee Summary:**

**Employee Comments (optional):**

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

*(Note: Your signature indicates that you have read and discussed the Annual Performance Feedback with your supervisor and had opportunity to provide input.)*

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director/Division Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervising VP or**

**Executive Director or Dean** \_\_\_\_\_ **Date:** \_\_\_\_\_

Copies:

Original - Employee Personnel File

2nd copy - Supervisor

3rd copy - Employee