

# Annual Performance Review Form



*Cowley College is committed to providing opportunities for learning excellence, personal achievement and community engagement.*

Employee Name:

Title:

Supervisor:

Department:

## Instructions for Completion

### Employee:

1. Employee is to complete the questions in the section **Employee to Complete**. **Employee is NOT to rate them self**. Once finished, email the form to your immediate supervisor who will complete the Supervisor portions.

### Supervisor:

1. Rate your employee in the below performance areas using the provided rating scale.
2. Answer the questions listed in the **Supervisor to Complete Section**.
3. Together with your employee, set Performance/Professional Goals in the **Supervisor and Employee to Complete** section.

## Employee to Complete

1. What do you like most about your job?

2. What are you most proud of that you achieved or accomplished during the past 12-months?

3. What obstacles got in the way of you performing your job to the highest level, and what will it take to remove those obstacles?

4. Professionally, what area(s) do you feel you need the most improvement?

5. What additional resources or skills would make you more effective in your position?

6. Do you have any concerns you would like to discuss?



**EMPLOYEE STOPS HERE.** Once you have completed this section, forward to your immediate supervisor.

### Supervisor to Complete

1. What are a few examples of what the employee did especially well during the past year. **If there were any areas above marked "Exceeds Expectations", you must provide specific examples.**

2. In what area(s) would you like to see improvement from this employee? **If there were any areas marked "Needs Improvement" or "Unsatisfactory", you must provide specific examples.**

Overall Rating Scale	
<b>Exceeds Expectations</b>	Performance exceeds established expectations.
<b>Successful Performance</b>	Successfully meets established expectations.
<b>Needs Improvement</b>	Performance is below established expectations.
<b>Unsatisfactory</b>	Performance is unsatisfactory.

<b>Job Knowledge and Skills</b>			
This area measures the employee's proficiency and expertise in the tasks, responsibilities, and functions of their job. It assesses their ability to apply their knowledge and skills in the workplace effectively.			
Exceeds Expectations	Successful Performance	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Quality</b>			
This area evaluates the employee's level of productivity and the quality of their work. It measures their ability to meet deadlines and produce work that meets or exceeds the required standards.			
Exceeds Expectations	Successful Performance	Needs Improvement	Unsatisfactory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Teamwork and Cooperation</b>			
This area assesses the employee's ability to work well with others and contribute to a positive and productive team environment. It evaluates their ability to collaborate with colleagues and supervisors and to support the goals and objectives of the team.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Problem Solving and Decision Making</b>			
This area measures the employee's ability to analyze and solve problems, as well as make sound decisions in the course of their work. It evaluates their ability to identify problems, gather information, and implement effective solutions.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication and Interpersonal Skills</b>			
This area evaluates the employee's ability to communicate effectively, both verbally and in writing. It also measures their ability to establish and maintain positive relationships with colleagues, supervisors, and customers.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance and Punctuality</b>			
This area assesses the employee's attendance and punctuality. It measures their ability to be present and on-time for their shifts and meetings, and to notify their supervisor of any absences in a timely manner.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative</b>			
This area measures the employee's ability to take initiative in their work. It evaluates their ability to be self-motivated, to identify opportunities for improvement, and to follow through on tasks and assignments without being prompted.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability and Flexibility:</b> This area assesses the employee's ability to adapt to changing circumstances and to be flexible in the face of unexpected challenges. It evaluates their ability to adjust to new situations, procedures, and technologies.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Customer Service</b>			
This area measures the employee's ability to provide excellent service to internal and external customers. It evaluates their ability to communicate effectively with internal and external customers, to respond to their needs, and to resolve any issues or complaints in a timely and professional manner.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demeanor/Attitude</b>			
This area assesses the employee's overall outlook or perspective towards their position, the organization, situations, people and the decisions being made.			
<b>Exceeds Expectations</b>	<b>Successful Performance</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Supervisor and Employee to Complete

Based on the goals and objectives of your department, what would you set as professional goals for the upcoming year? (Minimum of 3)

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### Signatures

I acknowledge that this performance appraisal was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. Also, a current copy of my job description was reviewed with me by my supervisor. I further understand that I am entitled to receive a copy of my performance appraisal bearing all the required signatures. I understand that I may attach any comments if I desire. It is my understanding that a permanent record of these results will be maintained in my personnel file with Human Resources.

- I Agree with this Annual Performance Review
- I Disagree with this Annual Performance Review

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**

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**Administrator Signature**

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**Date**