



**Annual Performance Feedback
Exempt Employee-Director/Supervisor**

Employee: _____ Department: _____

Supervisor: _____ Performance Period: January 1, 2023- December 31, 2023

1. Work Knowledge/Skills/Quality 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. Strives for excellence and can be relied upon to produce quality work

Employee's Comments:

Supervisor Comments:



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2. Professionalism:

Expectation: Employee maintains the proper degree of professionalism with regards to demeanor and written and verbal communications. Maintains effective performance under pressure. Presents a positive disposition and maintains constructive interpersonal relationships under stress.

Employee Comments:

Supervisor Comments:



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3. Cooperation, Teamwork, Interpersonal Relationships and Communication

Expectation: Employee works well with others in the performance of job duties by having positive professional relationships in a diverse workplace, 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.

Employee Comments:

Supervisor Comments:



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4. Time Management/Reliability

Expectation: Employee is dependable and can be relied upon to produce excellent work product within defined timelines. Is punctual and can be relied on to come to work on time.

Employee Comments:

Supervisor's Comments:



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5. Adaptability & Flexibility

Expectation: Employee is open to new ideas and is able to seamlessly make changes with regard to tasks, timelines or work schedules.

Employee Comments:

Supervisor's Comments:



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6. 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.

Employee Comments:

Supervisor Summary:



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7. Planning, Organizing and Prioritizing Work

Expectation: Demonstrates skill at planning, organizing and prioritizing workload.

Employee Comments:

Supervisor Summary:



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8. Performance Review and Feedback (if applicable)

Expectation: Identifies performance expectations for direct reports, gives timely feedback and conducts formal performance appraisals.

Employee Comments:

Supervisor Summary:



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GOAL SETTING & DEVELOPMENT PLANNING

List employee's performance goals for the coming year:

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List employee's development goals for the coming year:

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-
-
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Summary of Performance:

DOES NOT MEET EXPECTATIONS		MEETS EXPECTATIONS		FAR EXCEEDS EXPECTATIONS	
1		2		3	
4		5			
Rating	Description				
5	Performance greatly and consistently exceeds expectations. Employee consistently goes beyond job requirements to achieve positive results. Performance is exemplary. No areas of performance improvement identified.				
4	Performance exceeds expectations most of the time. Employee often goes beyond job requirements to achieve results. Performance is significantly above average. No significant areas of performance improvement identified.				
3	Performance meets all minimum expectations. Performance is satisfactory. Some areas of performance improvement are identified.				
2	Performance meets some, but not all expectations. Performance lacks in one or more critical components of the position. Improvement is necessary. A Work Improvement Plan needs to be developed.				
1	Performance fails to meet expectations or lacks in critical areas. A Work Performance Plan is required for this employee.				

Employee Comments (Optional):



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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. Your signature does not necessarily mean that you agree with the feedback)

Supervisor Signature: _____ **Date:** _____

Director/Division Dean: _____ **Date:** _____

Cabinet Member: _____ **Date:** _____

Human Resources: _____ **Date:** _____

Original - Employee Personnel File

Copy - Supervisor

Copy - Employee