

# TVCC ADMINISTRATIVE, SUPERVISORY AND PROFESSIONAL EMPLOYEE APPRAISAL



Date: \_\_\_\_\_

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

Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_

Review Period: \_\_\_\_\_

| <b>LEADERSHIP SKILLS</b>   | <i>Exceeds<br/>Expectations</i> | <i>Meets<br/>Expectations</i> | <i>Needs<br/>Improvement</i> | <i>Does Not Meet<br/>Expectations</i> | <i>Not<br/>Applicable</i> |
|--|---------------------------------|-------------------------------|------------------------------|---------------------------------------|---------------------------|
| 1) Welcomes differences in viewpoint   |                                 |                               |                              |                                       |                           |
| 2) Inspires enthusiasm   |                                 |                               |                              |                                       |                           |
| 3) Effectively establishes priorities  |                                 |                               |                              |                                       |                           |
| 4) Maximizes employees' potential  |                                 |                               |                              |                                       |                           |
| 5) Delegates responsibilities effectively  |                                 |                               |                              |                                       |                           |
| 6) Promotes teamwork whenever possible   |                                 |                               |                              |                                       |                           |
| 7) Inspires personnel and students to work independently                         |                                 |                               |                              |                                       |                           |
| 8) Encourages professional growth of personnel                                   |                                 |                               |                              |                                       |                           |
| 9) Effectively resolves conflict   |                                 |                               |                              |                                       |                           |
| 10) Compliments and thanks personnel and/or students appropriately and sincerely |                                 |                               |                              |                                       |                           |
| 11) Available to counsel and assist personnel and students                       |                                 |                               |                              |                                       |                           |
| 12) Treats personnel and/or students equitably and fairly                        |                                 |                               |                              |                                       |                           |
| 13) Contributes positively to the general morale of employees and students       |                                 |                               |                              |                                       |                           |
| 14) Communicates effectively   |                                 |                               |                              |                                       |                           |
| 15) Listens effectively  |                                 |                               |                              |                                       |                           |
| 6) Leads by example  |                                 |                               |                              |                                       |                           |

**COMMENTS:**

---



---



---

| <b>ADMINISTRATIVE SKILLS</b>   | <i>Exceeds<br/>Expectations</i> | <i>Meets<br/>Expectations</i> | <i>Needs<br/>Improvement</i> | <i>Does Not Meet<br/>Expectations</i> | <i>Not<br/>Applicable</i> |
|--|---------------------------------|-------------------------------|------------------------------|---------------------------------------|---------------------------|
| 1) Possesses general knowledge of TVCC   |                                 |                               |                              |                                       |                           |
| 2) Manages budget and fiscal matters effectively   |                                 |                               |                              |                                       |                           |
| 3) Possesses insight into the professional problems and work load details of his/her personnel |                                 |                               |                              |                                       |                           |
| 4) Actively supports the mission and goals of TVCC   |                                 |                               |                              |                                       |                           |
| 5) Communicates policy and procedures effectively to staff                                     |                                 |                               |                              |                                       |                           |
| 6) Actively represents the college through professional and community involvement              |                                 |                               |                              |                                       |                           |

| <b>ADMINISTRATIVE SKILLS (continued)</b>  | <i>Exceeds<br/>Expectations</i> | <i>Meets<br/>Expectations</i> | <i>Needs<br/>Improvement</i> | <i>Does Not Meet<br/>Expectations</i> | <i>Not<br/>Applicable</i> |
|---|---------------------------------|-------------------------------|------------------------------|---------------------------------------|---------------------------|
| 7) Provides services to internal and external customers effectively and efficiently |                                 |                               |                              |                                       |                           |
| 8) Initiates and implements timely, effective planning                              |                                 |                               |                              |                                       |                           |

**COMMENTS:**

---



---



---

| <b>PROFESSIONAL SKILLS</b>  | <i>Exceeds<br/>Expectations</i> | <i>Meets<br/>Expectations</i> | <i>Needs<br/>Improvement</i> | <i>Does Not Meet<br/>Expectations</i> | <i>Not<br/>Applicable</i> |
|---|---------------------------------|-------------------------------|------------------------------|---------------------------------------|---------------------------|
| 1) Possesses specific knowledge necessary for fulfilling responsibilities of position |                                 |                               |                              |                                       |                           |
| 2) Recognizes and devises useful innovations  |                                 |                               |                              |                                       |                           |
| 3) Welcomes additional responsibilities   |                                 |                               |                              |                                       |                           |
| 4) Meets emergencies competently  |                                 |                               |                              |                                       |                           |
| 5) Performs work as expeditiously as possible   |                                 |                               |                              |                                       |                           |
| 6) Seeks opportunities for professional development                                   |                                 |                               |                              |                                       |                           |
| 7) Displays initiative and resourcefulness  |                                 |                               |                              |                                       |                           |
| 8) Acknowledges and learns from mistakes  |                                 |                               |                              |                                       |                           |
| 9) Demonstrates integrity and ethics in the performance of duties                     |                                 |                               |                              |                                       |                           |

**COMMENTS:**

---



---



---

**TVCC**  
**OVERALL PERFORMANCE APPRAISAL**



Employee Name \_\_\_\_\_ Review Period \_\_\_\_\_

**EXCEEDS EXPECTATIONS.** Performance frequently exceeds job requirements. Individual regularly performs beyond normal work requirements.

**MEETS EXPECTATIONS.** Performance adequately and consistently meets job requirements.

**NEEDS IMPROVEMENT.** Performance does not meet the requirements. Performance requires attention and improvement.

**DOES NOT MEET EXPECTATIONS.** Performance unacceptable. Performance requires immediate attention and improvement.

Additional Comments or Recommendations by Supervisor

---

---

---

---

---

---

---

---

Additional Comments or Recommendations by Employee

---

---

---

---

---

---

---

---

This evaluation has been discussed with me by my supervisor. My signature does not necessarily imply agreement with my supervisor's evaluation.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**Employee must be given copies of all Performance Appraisal and Professional Development plan instruments. Administrative copies should be kept by evaluator. Original instruments must be sent to the office of Human Resources immediately after performance appraisal interview.**