

**Texarkana College**  
**Administrator & Staff Appraisal**  
**Documents**

**2012**



# TEXARKANA COLLEGE

## 2011-2012 Administrator Appraisal Instrument

Employee Name:

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Position:

Time in Position:

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Immediate Supervisor:

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The appraiser (the immediate supervisor) will rate the named employee on all performance indicators as shown on page 2 based on the following scale:

- |                          |  |
|--------------------------|--|
| 5 – Outstanding          | Performance is consistently above standards and free of errors             |
| 4 – Exceeds Expectations | Performance is frequently above standards                                  |
| 3 – Meets Expectations   | Performance is within standards and presents no significant problems       |
| 2 – Below Expectations   | Performance is frequently below standards                                  |
| 1 – Unsatisfactory       | Performance is consistently below standards and requires action to address |

# PART I – APPRAISAL SCORING SHEET

**Instructions:**

In the spaces provided below, rate each general responsibility and expectation indicator by placing the number from the rating scale which best describes the employee’s performance in each area.

Indicators of general responsibilities and expectations	Rating (1-5)	Appraiser Comments
1 Has a positive attitude and presents a positive role model for students and the community that supports the mission of the college. Maintains positive college and community relations.		
2 Is cooperative and works effectively with others.		
3 Reports to work on time and is reliable for regular and over-time work as needed. Is absent only with good cause.		
4 Exhibits good judgment in decision making and problem solving.		
5 Shows initiative in recognizing the needs of job and suggests ways to improve efficiency and productivity.		
6 Complies with policies and procedures.		
7 Accepts supervision and responds positively to suggestions and/or directives.		
8 Provides leadership and participates actively in professional growth and development. Disseminates ideas and information to other professionals, and uses evaluative information for improvement of performance.		
9 Demonstrates fiscal responsibility and understands the budget process.		
10 Exhibits poise, self control, and uses common sense. Shows enthusiasm for work.		

**Total:** \_\_\_\_\_

## PART II – APPRAISAL SUMMARY AND COMMENTS

Total of scale scores from Page 2:

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Divide total by 10 to obtain OVERALL PERFORMANCE RATING:

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Interpretation:

Exceeds Expectations – 4.0-5.0

Meets Expectations – 3.0-3.9

Below Expectations – 1.0-2.9

Appraiser comments:

Employee comments:

Goals/Objectives/Improvements:

Appraiser signature:

Date:

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My signature acknowledges that this appraisal and any goals, objectives or expected improvements have been discussed with me and that I have received a copy of the appraisal.

Employee signature:

Date:

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**Administrator Appraisal Supporting Docs**  
**(Instruction and Enrollment Management)**

INSTRUCTIONS: List current FY achievements/accomplishments and attach an updated resume/cv. If beneficial, include copies of recently earned credentials and/or accolades. Additionally, include Word doc attachments identifying or outlining [your] (1) vision and/or tactical plan for the future, (2) LIST of TOP 10 PRIORITIES for next FY, and (3) professional development plan for the next FY to improve credentials, capabilities, etc.

NAME:	DATE:	FY:
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Current FY Achievements/Accomplishments	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

NAME:	DATE:	FY:
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- (1) Identify or outline [your] vision and/or tactical plan for the future.
- (2) Annotate [your] "LIST OF TOP 10 PRIORITIES" for next FY.
- (3) Describe [your] professional development plan to improve credentials, capabilities, etc.

NOTE – No more than 3-4 total pages for all three (combined) items above.

## Setting SMART Goals

One of the most important roles of the Supervisor is setting goals for their subordinates that directly link to the aims, goals, objectives and strategic plan of the organization. Establishing goals and objectives is a component of the Employee Appraisal process.

To get active participation from your employees to attain the established goals, the Supervisor should first assure that they are mission critical, valid and obtainable.

If the goals are not well defined, the people charged with reaching them will not know what actions are needed to attain them.

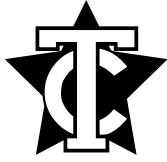
A simple method to ensure that you are setting good goals is to use the Specific, Measurable, Attainable, Realistic, and Timely (SMART) method.

If the goal is SMART, it stands a much better chance of being achieved.

- **Specific**—define the expected end result clearly. What are you going to achieve and what should it look like when it is completed?
- **Measurable**—incorporate short-term or small measurements along the way that can gauge progress toward the end goal. Have periodic status meetings. Mark progress along the way.
- **Attainable**—ensure that the end goal can be achieved. Getting commitment to an unachievable goal will be difficult and could doom the project to failure before it begins. The project must have sufficient materials, time and personnel to be attainable.
- **Realistic**—define appropriate expectations and assign the required resources. Do not overload resources with unrealistic workloads. Overloading resources is the most common mistake made by Supervisors when setting goals. Employees must feel and agree the project is mission critical, worthwhile, adds value and that you are realistic with the expectations given the constraints of time and resources.
- **Timely**—set deadlines for the goal. Clearly state a point in time when the goal should be met. Establishing an end point on your goal will give you a clear target for which to strive.

Applying the SMART system to your goal planning provides greater assurance the intended results will be achieved.

S = Specific   M = Measurable   A = Attainable   R = Realistic   T = Timely



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Position:

Time in Position:

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Immediate Supervisor:

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| 3 – Meets Expectations   | Performance is within standards and presents no significant problems       |
| 2 – Below Expectations   | Performance is frequently below standards                                  |
| 1 – Unsatisfactory       | Performance is consistently below standards and requires action to address |



# STAFF APPRAISAL SCORING SHEET

## Instructions:

In the spaces provided below, rate each general responsibility and expectation indicator by placing the number from the rating scale which best describes the employee's performance in each area.

Indicators of general responsibilities and expectations	Rating (1-5)	Appraiser Comments
1 <b>Accuracy:</b> In duty performance. Ranges from requiring minimal supervision and being almost always accurate to that of needing close supervision due to frequent unreliable performance.		
2 <b>Alertness:</b> In grasping instructions and solving problems. Ranges from being exceptionally alert and creative in problem solving to that of being slow to understand and seldom having new ideas.		
3 <b>Disposition:</b> In attentiveness and friendliness toward coworkers and everyone else you come in contact with in your job. Ranges from being extremely agreeable and polite to being discourteous and antagonistic.		
4 <b>Physical fitness:</b> In the ability to work steadily in all conditions without tiring excessively. Ranges from being able to adapt one's body to heavier work loads and extreme weather to being weak and easily put off by physical challenges.		
5 <b>Personal appearance:</b> The ability to exhibit pride in one's work and person by maintaining a neat appearance. Ranges from being extremely well squared away, to that of being very disordered and slovenly.		
6 <b>Attendance:</b> In coming to work daily and conforming to a regular work schedule. Ranges from being regular and on time to being frequently late or absent without good reason.		
7 <b>Job knowledge:</b> Information acquired about job specifics and standards. Ranges from complete mastery of various phases of job and desiring to acquire new knowledge to that of allowing oneself to remain uninformed of current methods and having no interest in learning.		
8 <b>Enthusiasm:</b> In the desire to fulfill job responsibilities. Ranges from exhibiting an eagerness toward accomplishing one's duties to that of disinterest in the job itself.		
9 <b>Quality of work:</b> In the grade of work accomplished. Ranges from delivering an excellent finished product through frequent self-inspection to that of continually producing inferior work with no regard to needing to improve. <b>Quantity of work:</b> In the amount of work done daily. Ranges from accomplishing an exceptional quantity of work to that of not pulling one's own weight and chronically underachieving.		
10 <b>Safety and security:</b> Shows initiative in recognizing needs of job and suggests ways to improve efficiency and productivity. Exhibits and demonstrates good safety and security measures.		

**Total:** \_\_\_\_\_

# APPRAISAL SUMMARY AND COMMENTS

Total of scale scores from Page 2:

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Divide total by 10 to obtain OVERALL PERFORMANCE RATING:

---

Interpretation:

Exceeds Expectations – 4.0-5.0

Meets Expectations – 3.0-3.9

Below Expectations – 1.0-2.9

Appraiser comments:

Employee comments:

Goals/Objectives/Improvements:

Appraiser signature:

Date:

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My signature acknowledges that this appraisal and any goals, objectives or expected improvements have been discussed with me and that I have received a copy of the appraisal.

Employee signature:

Date:

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