

**WILLIAM JEWELL COLLEGE**  
**Performance Appraisal for Staff**

Employee Name:	
Position Title:	Date of Hire:
Supervisor:	Date Due to Human Resources:

**INTRODUCTION**

The Performance Appraisal is a formalized process for each employee and his/her direct supervisor to assess and discuss the employee’s strengths, achievement and areas of development as they relate to contributions to the mission and strategic plan of the College. The process provides an ideal opportunity to consider whether the employee’s unique talents and skills are most effectively applied within the current set of job expectations.

The appraisal is comprised of three sections and is designed for alignment of individual performance to strategic goals.

**Section A: Strategic Initiatives of the College, (and Department Goals if applicable) and individual goals**

**Section B: Employee Comments**

**Section C: Supervisor Comments and Rating**

A **mid-year feedback** meeting is required, to provide an opportunity to measure progress and identify improvement steps if necessary.

At the end of the evaluation period, an overall performance rating is assigned taking into consideration performance and employee feedback throughout the year.

**Section A1 – Strategic Initiatives of the College and/or Department Goals**

1	Marketing	Have created a widely recognized, carefully branded, and surgically delivered marketing campaign.
2	Recruiting	Have executed a collaborative, insights-driven and metrics-driven Strategic Enrollment Plan
3	Financials	Continue our intense focus on maintaining the College’s strong balance sheet
4	Fundraising	Have established engagement in and energy for The Campaign
5	Retention	Have focused on those initiatives and activities that enhance the student experience
6	Diversity & Inclusion	Organize the work of faculty, staff and student D&I work groups to focus on shared goals.
7	Assessment	Have implemented a comprehensive academic program review process that informs budget decisions and prepare for the future
8	Curriculum	Rewrite College Learning Outcomes reflective of new Mission, Philosophy, and Values, and apply to every curricular program.
9	Applying CTI	William Jewell graduates are extremely well prepared to use Critical Thinking skills in their jobs

**Section A2 –Individual Goals aligned with the Strategic Plan**

**Contributions/accomplishments that will advance the College Strategic Initiatives/Department Goals**

**Additional needs to ensure future success**

**Section B – Employee Comments**

**Contributions and accomplishments that advanced College Strategic Initiatives**

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**I'm satisfied with the accomplishments I have made to advance the College Strategic Initiatives:**

**Strongly disagree  
(1)**

**Disagree  
(2)**

**Neither Agree or Disagree  
(3)**

**Agree  
(4)**

**Strongly Agree  
(5)**

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**Challenges/Opportunities related to impact of COVID-19 on work structure/duties/accomplishments**

**Section C1– Supervisor Comments (Employee Goals for next evaluation period)**

**Recommended Goals for the next evaluation period.**

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**Statement as to resources/actions that need to take place to help the employee succeed.**

**Section C2– Supervisor Comments (On evaluating performance)**

**Review of contributions and accomplishments towards meeting goals.**

**Challenges/opportunities surrounding working remotely and the impact of COVID-19.**

Place an “X” next to the level of performance below.

**DISTINGUISHED PERFORMANCE**

Performance is exemplary by a significant degree and often performs above what is expected.

**SUCCESSFUL**

Performance consistently meets the requirements of the position; employee is fully successful and performs at the level expected.

**OPPORTUNITY FOR IMPROVEMENT**

Performance occasionally falls below what is required of the position; individual needs to improve in specific areas.

## SIGNATURES

**Performance Appraisal:** The completed appraisal has been reviewed and discussed. A signature indicates review of the completed appraisal has occurred; not necessarily agreement with the ratings and comments within. Provide a signed copy to employee and forward to Office of Human Resources.

Employee Signature:	Date:
Supervisor Signature:	Date:
Reviewer (Cabinet Member) Signature:	Date:

**Performance Planning:** (To be completed at the beginning of the performance planning period.) Review job duties and goals for the upcoming evaluation period. A signature indicates the employee has reviewed and understood the overall performance expectations for the rating period.

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

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

**Mid-Year Performance Feedback:** A mid-year performance feedback meeting is required. A signature indicates that performance criteria and performance have been reviewed to date.

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

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