



Annual Performance Review Form

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

Employee: Title: Supervisor:

Instructions: Before the performance discussion with the employee, a detailed plan to address areas rated “needs improvement” or “unacceptable” must be submitted to the supervisor and human resources for review.

Evaluation Scale:

- 5 - Excellent (Consistently exceeds standards)
- 4 – Outstanding (frequently exceeds standards)
- 3 – Satisfactory (generally meets standards)
- 2 – Needs Improvement (frequently fails to meet standards)
- 1 – Unacceptable (fails to meet standards)

PEOPLE	5	4	3	2	1
Listens attentively, and communications are timely, concise, and respectful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is courteous, polite, and humble in communications with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Values diverse opinions and displays respect towards students and co-workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCOUNTABILITY					
Accepts responsibility for their actions, admits mistakes, and learns from them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to meet deadlines and produce work that meets or exceeds the required standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays consistent behavior and professionalism regardless of the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes responsibility for contributing and maintaining a positive attitude, energy, and work ethic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to identify problems gather information and implement effective solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTEGRITY					
Dependable and consistent delivery on commitments to build trust within the college with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts honorably with honesty and trustworthiness in their interactions with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remains calm under pressure and finds alternative solutions to problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports and promotes decisions of the college with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Present and on-time for work shifts and meetings with absence notification per policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP					
Displays understanding of how their job impacts co-workers, projects, and the college.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acts as a positive role model for others, exhibiting Cowley’s core values.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engaged in college committees and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates a positive attitude and effective communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivated to follow through on tasks and assignments without being prompted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Performance



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Areas of Improvement

Professional Development Goals

Employee Comments

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, my supervisor reviewed a current copy of my job description. I understand I am entitled to receive a copy of my performance appraisal with all the required signatures. I understand that I may attach any comments if I desire. I understand that a copy of this review will be maintained in my personnel file with Human Resources.

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

Employee Signature

Date

Supervisor Signature

Date

Administrator Signature

Date