

OCCIDENTAL COLLEGE Employee Performance Appraisal 2021/2022 Annual Planning for 2022/2023		
Employee:	A#	Date:
Period of Appraisal:	Supervisor:	
Job Title:	Department:	

Instructions: This appraisal is focused on an individual employee's performance providing the opportunity for the employee to self-evaluate while also receiving his/her their supervisor's evaluation and feedback.

A critical component to employee and departmental success is the ability for the employee and supervisor to discuss performance, goals, standards and expectations while also identifying necessary resources to support achievement. Both employee and supervisor assess the employee's performance and planned measurable achievements for the upcoming performance period.

Note: Any ratings of **Above Standards**, **Needs Improvement**, and/or **Does Not Meet Standards** require narrative justifications in response to Part 2.1.

- Performance Ratings:**
- AS** = Performance is **Above Standards**, accomplishing all goals while demonstrating performance and behavioral standards and making progress toward achieving stretch goals.
 - MS** = Performance **Meets Standards**, accomplishing all goals while demonstrating performance and behavioral standards.
 - NI** = Performance met some standards and **Needs Improvement** to make progress toward performance, behavioral and/or goal achievement.
 - NM** = Performance **Does Not Meet Standards** - performance and/or behavioral, unrelated to goal achievement

Employee's Overall Annual Performance Rating: **AS** **MS** **NI** **NM**

Supervisor's Overall Annual Performance Rating: **AS** **MS** **NI** **NM**

Learning/Creativity/Innovation

	AS	MS	NI	NM
<i>Employee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Recommends improvements to service delivery
- Adapts to change and adjusts as necessary
- Tries new and improved methods of performing work
- Increases Understanding of Equity, inclusion and diversity, better serving the campus community

Commitment to Excellence

	AS	MS	NI	NM
<i>Employee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Results-oriented and takes responsibility for work
- Accepts accountability for mistakes
- Seeks opportunities to improve work effectiveness
- Responds to, provides service and meets colleague/customer requests and needs
- Takes responsibility and checks for colleague and/or customer satisfaction

Teamwork & Collaboration

	AS	MS	NI	NM
<i>Employee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Develops work relationship inside/outside work area; cooperating and effectively interacting with people of different cultures and backgrounds
- Contributes ideas and shares information
- Proactively works with others to accomplish goals
- Fosters open, honest and respectful communication; actively listens
- Demonstrates willingness to compromise

Dependability

	AS	MS	NI	NM
<i>Employee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Demonstrates respect for everyone's time
- Properly plans and uses work hours effectively
- Pays attention to the details of assignments, projects and daily tasks
- Meets commitments and deadlines
- Recognizes role is part of a bigger team and knows when the team succeeds, the employee succeeds

Diversity & Inclusion

	AS	MS	NI	NM
<i>Employee</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Supervisor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Demonstrates self-awareness and ability to see others' points of view
- Contributes to creating an inclusive environment
- Aware of and mitigates effects of personal and systemic bias
- Applies an equity lens to daily and long-term work
- Contributes to departmental and College-wide equity and justice strategic goals

Optional: Special unforeseen or unusual circumstances during the performance year can present significant challenges in the employee's ability to perform to standards and achieve expected outcomes. Faced with this, an employee may exceed expected performance and behavioral standards due to the unique conditions and challenges (e.g., loss/replacement of staff resulting in additional workloads, temporary substantial change in the work environment requiring significant employee response to maintain performance of services, student/customer support and/or work product completion, etc.). Describe the unique circumstances and the employee's efforts that exceeded performance expectations and standards. (The response space is expandable.)

Employee **Exceeded Performance Standards** [as noted below]

Supervisor **Exceeded Performance Standards** [as noted below]

EMPLOYEE'S ASSESSMENT OF EXCEEDING PERFORMANCE STANDARDS:

SUPERVISOR'S ASSESSMENT OF EXCEEDING PERFORMANCE STANDARDS:

Part 2. Performance (to be completed by both Employee & Supervisor)

2.1 Provide descriptions of performance rated **Above Standards**, **Needs Improvement**, and/or **Does Not Meet Standards** during the appraisal period. (The response space is expandable.)

EMPLOYEE'S ASSESSMENT OF PERFORMANCE, ACCOMPLISHMENTS, MISSED OPPORTUNITIES, ETC., DURING THE APPRAISAL PERIOD:

SUPERVISOR'S ASSESSMENT OF PERFORMANCE, ACCOMPLISHMENTS, MISSED OPPORTUNITIES, ETC., DURING THE APPRAISAL PERIOD:

Professional Development (to be completed by both Employee & Supervisor)

2.2 In the expandable space below, identify revised/increased performance and/or behavioral standards for consideration during the next appraisal period for those performance areas rated as **Meets** and/or **Above Standards** in order to proactively challenge the employee's performance.

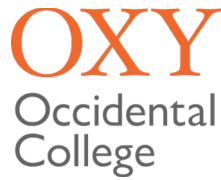
<p>IN WHAT WAYS COULD PERFORMANCE AND/OR BEHAVIORAL STANDARDS CHANGE/INCREASE TO CHALLENGE THE EMPLOYEE IN THE PERFORMANCE OF THEIR JOB?</p> <p>EMPLOYEE:</p> <p>SUPERVISOR:</p>
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2.3 In the expandable space below, document how the employee would like to grow professionally. Dialogue between the employee, supervisor and departmental leadership determines what may be possible and reasonable within the unit and at Oxy.

<p>WHERE WOULD THE EMPLOYEE BENEFIT FROM GROWING PROFESSIONALLY?</p> <p>EMPLOYEE:</p> <p>SUPERVISOR:</p>
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Part 3. Planning (to be completed by both Employee & Supervisor)

The purpose of this planning form is to identify three to five expected outcomes to be carried out over the course of the coming year. *It is not expected that all goals or outcomes will be identified on this form.* Rather, this is intended to focus the discussion on specific, identified outcomes that are priorities. Keep in mind this form is not a substitute for providing an ongoing performance feedback dialogue throughout the year between the employee and supervisor, either positive or constructive. **While priorities are set by the supervisor, the employee should also recommend goals and measurements for consideration.**



3.1 Identify 3 to 5 goals, objectives and/or responsibilities for the next review period including any resources required to accomplish these objectives (e.g., release time, funding, support from other employees, skill developments, etc.). In the Measurement area, note the criteria describing specific, measurable, acceptable results. Do not use this area to identify basic and required skills needing improvement, as a performance improvement plan should be developed in those instances.

OBJECTIVE	MEASUREMENT	RESOURCES/NEW SKILLS NEEDED

Part 4. Position Description Updates (to be completed by both Employee & Supervisor)

Review the employee's position description ensuring it is up to date and accurate. If the employee has additional responsibilities which will be ongoing and performed regularly, or if any responsibilities will no longer be performed, please identify changes in the space provided, below.

UPDATES TO JOB DESCRIPTION:

Part 5. Signatures

Signatures acknowledge that this Performance Appraisal and Job Description has been reviewed and discussed by both employee and supervisor.

Employee Date

Supervisor Date

Department Head Date

Vice President/Dean Date

Human Resources Date