

OCCIDENTAL COLLEGE		
Annual Performance Appraisal for Facilities/Campus Dining 2021/2022		
Employee:	A#	Hire Date:
Period of Appraisal:	Supervisor:	
Job Title:	Department:	

Instructions: The purpose of the performance appraisal is to provide a routinely scheduled formal setting for employee and supervisor dialogue. In this setting, feedback on performance of the job responsibilities is given; establishing goals for future performance in finalized, and a performance appraisal document is completed. The supervisor rates the performance of each essential function of the position, as well as expected work behaviors, based on the **four** rating factors shown below. **Note:** Any ratings of Above Standards, Needs Improvement, and/or Does Not Meet Standards require narrative justifications. Attach additional sheets as needed.

Rating Factors:

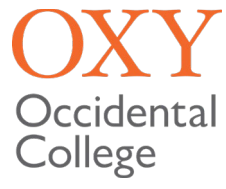
- AS = Above Standards** Performance consistently above standards and expectations. Demonstrates high level performance and work is consistently above current standards for the position.
- ME = Meets Expectations** Performance consistently meets standards and expectations and, at times, may be above expectations. Consistently meets expectations within specified time. Understands and supports College-wide goals and priorities.
- NI = Needs Improvement** Performance needs improvement. Performance does not consistently meet standards and/or expectations. For improvement to be achieved and maintained, a performance improvement plan and/or strategy is required.
- NM = Does Not Meet Standards** Performance is consistently below standards and expectations, and/or has failed to make reasonable improvement progress/sustainability. Significant improvement is needed. A formal performance improvement plan is required.

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

RATING	WORK PERFORMANCE AND PRODUCTIVITY
	Shows good attendance and punctuality
	Presents a positive, professional image
	Shows good quality of work and productivity
	Works well with the team and supervisor
	Provides quality customer service
	Follows safety requirements

OVERALL PERFORMANCE
Overall Comments:

IMPORTANT NOTICE REGARDING VACATION USAGE
<p>As indicated in the Employee Handbook, the College places great value on employees having the opportunity for rest and relaxation by taking their earned vacation benefits each year.</p> <p>With this in mind, supervisors should highly encourage their staff to consider taking at least two weeks' vacation, when earned, and work with staff to identify a mutually-agreeable schedule in the coming academic year in which the employee will take vacation time. List the dates where you have agreed with the employee that vacation will be applied:</p> <p>As these dates may be far in advance, they are subject to adjustment, based on the changing needs of the employee and the operation, but should be presumed to be established and scheduled vacation days for future planning.</p>



EMPLOYEE COMMENTS:

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

This appraisal was discussed with the employee on: _____
Date

Supervisor's Signature Date

Employee's Signature Date

Department Head's Signature Date

Vice President/Dean's Signature Date

Human Resources Date