

# MINNEAPOLIS COLLEGE OF ART AND DESIGN

## SUPPORT STAFF STAFF PERFORMANCE EVALUATION

Employee's Name:

Current Position Title:

Department Name:

Evaluation Period:

**PURPOSE:**

1. To facilitate meaningful communication between an employee and the supervisor regarding the employee's work assignment, the supervisor's performance expectations, the department's goals, and the employee/supervisor relationship.
2. To improve the employee's effectiveness and competency by identifying strengths as well as developmental needs and desires.
3. To identify unsatisfactory performance and counsel employee toward corrective actions.

**INSTRUCTIONS TO IMMEDIATE SUPERVISOR:**

1. Schedule the performance evaluation meeting with the employee at least two weeks in advance.
2. Provide the employee with a "Self-Assessment" worksheet to prepare for the meeting. Ask that this form be returned to you within one week to aid you in your preparation for the meeting.
3. While waiting for the employee's self-assessment, prepare the performance evaluation.
4. Take both the "Self-Assessment" and "Performance Evaluation" to the next level supervisor for review. Both of you must then sign the evaluation before meeting with the employee.
5. Meet with the employee on schedule and ensure a private setting without interruption.
6. **Mutually review the position description to ensure it is accurate and current, then appropriately respond:**  
 has not changed (no attachment necessary)  
 has changed (please attach copy of revised position description)
7. Once performance evaluation meeting has concluded, offer the employee the opportunity to make written comments regarding the evaluation and then obtain employee's signature.
8. Make two copies of the evaluation documents: give one copy to the employee, and keep the other copy for your departmental records.

**ANNUAL DUE DATE ->** 9. Forward the original documents to the Human Resources Office for inclusion in the employee's personnel file by AUGUST 1<sup>ST</sup> of each year.

**LEVELS OF PERFORMANCE:**

**EX Exceptional**  
CONSISTENTLY MEETS and OFTEN EXCEEDS job requirements. Recognized as being a definite asset in accomplishing the goals and objectives of the department. Superior performance in all aspects of the job. Performance exceeds most other employees in the same or similar position.

**GD Good**  
CONSISTENTLY MEETS and OCCASIONALLY EXCEEDS job requirements. Fully utilizes ability and experience to produce the desired results expected from a qualified employee.

**SA Satisfactory**  
MEETS MOST job requirements. Helps department meet its overall goals.

**NI Needs Improvement**  
MEETS SOME job requirements. Performance is deficient enough to impede department's effectiveness. Areas for improvement noted in evaluation. Performance at this level may cause the department and/or co-workers some problems or inconveniences, or tends to diminish the department's effectiveness and/or productivity. Level of performance is less than expected and requires improvement.

**NS Needs Substantial Improvement**  
IS NOT MEETING job requirements of position. Performance is causing severe hardships for the department and/or co-workers, and is having a negative impact on department effectiveness and/or productivity. Immediate and significant improvement is required.

**NR Not Rated**  
Not applicable. Unable to provide input on this factor.

**EVALUATE THE EMPLOYEE ON THE PERFORMANCE FACTORS LISTED BELOW:**

This evaluation should be done in a narrative form.  
 Where possible, give specific examples of activities or events that support your rating.  
 The appropriate rating should be checked in the box next to each factor.

**PERFORMANCE FACTORS & DEFINITIONS:**

**RATINGS & COMMENTS:**

<b>Job Knowledge:</b>	<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
Consider the extent to which job objectives, duties and responsibilities are understood, and the methods by which this knowledge is applied to improve department results. 1. Keeps informed of the latest developments in areas of responsibility. 2. Serves as a resource person, and provides training and support to other employees						

<b>Technical Knowledge: (Technical Only)</b>	<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
Consider proficiency in application of technical expertise, and degree to which job experience is utilized. 1. Uses the appropriate methods, techniques, specialized equipment, materials, etc., necessary to accomplish work. 2. Keeps informed and makes proper use of developments in the technical specialty.						

<b>Quality of Work:</b>	<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
Consider the extent to which the employee sets work standards and consistently achieves high quality results. Also consider how frequently results need to be repeated. 1. Completes work promptly and thoroughly, with close attention to detail, accuracy and neatness. 2. Keeps detailed and accurate records, tracks activities, and follows-up when necessary. 3. Ensures proper care is taken of tools and equipment.						

<b>Quantity of Work:</b>	<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
Consider the volume of acceptable work that is produced in relation to reasonable expectations, availability of resources, etc. 1. Monitors progress in assignments and increases work pace to meet deadlines. 2. Completes assigned tasks within specified time limits.						

**PERFORMANCE FACTORS & DEFINITIONS:****RATINGS & COMMENTS:****Dependability, Attendance and Punctuality:**

Consider the thoroughness demonstrated by the employee in following through on assignments and instructions in a reliable, trustworthy and timely manner. Also consider adherence to attendance and punctuality standards.

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
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**Use of Time and Other Resources:**

Consider how time is organized and managed in meeting schedules, work projects, deadlines, priorities, appointments, etc. Also consider to what extent employee strives to eliminate non-essential work; suggests cost saving measures; uses financial, material, and other resources.

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
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**Interpersonal Relations:**

Consider the ability of the employee to develop and maintain effective working relationships at all levels of the organization. Also consider the extent to which the employee demonstrates enthusiasm, courtesy, adaptability, flexibility, and spirit of cooperation in the work environment.

1. Is approachable and receptive to others.
2. Volunteers experience/expertise/information to help other areas achieve their objectives; coordinates with other areas to achieve interrelated goals.

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
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**Oral and Written Communication:**

Consider the effectiveness of oral and/or written communications as they relate to clarity, appropriateness, effect, etc.

1. Is thorough, organized, and concise in communications.
2. Asks insightful questions.
3. Shares knowledge with others.
4. Maintains confidentiality in communication with others.

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
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**PERFORMANCE FACTORS & DEFINITIONS:****RATINGS & COMMENTS:****Problem-Solving:**

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
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Consider the extent to which prior thought of fact and situations are done before initiating action and problem-solving.

1. Demonstrates ability to clearly isolate and define problem areas.
2. Formulates realistic solutions in a timely manner, even under uncertain conditions.
3. Considers alternatives and consequences before making decisions.
4. Participates constructively in group problem-solving.
5. Presents problems, but offers solutions.

**Initiative and Resourcefulness:**

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
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Consider the extent to which the employee is a self-starter and exhibits original thinking, ingenuity, and creativity in the development of new/improved methods or approaches.

1. Anticipates what needs to be done, and does it.
2. Willing to assume new and challenging assignments.
3. Expends the time necessary to do the job well.
4. Exercises judgment and independent actions within limit of authority.
5. Makes significant contributions with little or no direction.

**Safety:**

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR
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Consider the degree to which the employee adheres to safety guidelines in the performance of their job.

1. Keeps work area clean and hazard-free.
2. Observes and follows college safety practices.
3. Recognizes and reports any unsafe work practices and/or hazardous conditions.
4. Takes the initiative to identify and correct safety hazards.
5. Uses safe work practices when operating equipment or handling hazardous materials. Assures that equipment is maintained and kept in good repair

**Code of Conduct:**

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	
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Consider the extent to which the employee is successful in demonstrating commitment to upholding MCAD's values.

1. Students First – In all matters, we consider what best serves the education and well being of our students.
2. Academic and Institutional Excellence – We are committed to rigorous scholarship, intensive studio work, the use of innovative technologies, and the highest levels of professional and ethical standards.
3. Creativity and Innovation – In ideation, process and making, we encourage experimentation and creative expression.
4. Community – We maintain the strength of our community through respect, diversity, communication, openness and accountability.
5. Engagement – We advance a just and sustainable society through collaboration and engagement with our neighbors and the world.

<b>For Positions with Supervisor/Lead Duties:</b> Consider the employee's ability to train, develop, and motivate. Also consider the ability to plan, schedule, and delegate work activities to ensure departmental objectives are met within established deadlines.	<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS	<input type="checkbox"/> NR

ADDITIONAL COMMENTS
List below any additional observations not covered previously, especially noting outstanding contribution(s) to the department, or the College.

PERFORMANCE SUMMARY AND DEVELOPMENT PLAN
Areas of Performance Strength: Describe the individual's most significant performance-oriented strengths.

Areas of Performance that require Growth and Development:	
Area's to be Developed:	Action Plan: Include Timeframe for Completion

**Growth and Development Progress:**

If, in the previous evaluation of this employee, areas were identified that needed to be developed, describe what has or has not been accomplished.

Development Area:	Progress:

**RATING SUMMARY**

**OVERALL RATING**

<input type="checkbox"/> EX	<input type="checkbox"/> GD	<input type="checkbox"/> SA	<input type="checkbox"/> NI	<input type="checkbox"/> NS
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(Check the rating that best reflects the summary of the individual's overall job performance.)

**EMPLOYEE COMMENTS**

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**SIGNATURES**

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**Supervisor's Signature and Date**

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**Next Level Supervisor's Signature and Date**

____/____/____
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**Employee's Signature and Date**

(Employee's signature does not necessarily indicate agreement, but acknowledges that the evaluation has been discussed with the employee.)