

MINNEAPOLIS COLLEGE OF ART AND DESIGN

PERFORMANCE EVALUATION "Short Form" for Department Heads and Professionals

(Use for employees who have previously received a full Performance Evaluation)

Employee's Name:	<input type="text"/>
Current Position Title:	<input type="text"/>
Department Name:	<input type="text"/>
Supervisor's Name:	<input type="text"/>
Evaluation Date:	<input type="text"/>

Evaluate employee performance based on the job now being performed. Refer to the written position description. After the evaluation has been prepared, take both the employee's "Self-Assessment Worksheet" and your "Performance Evaluation" to the next level supervisor for review. Both of you must sign the evaluation before meeting with the employee. After meeting with the employee, have them sign the evaluation. Once the evaluation process is complete, forward the originals of both the Performance Evaluation and Self-Assessment Worksheet to the Human Resources Office for inclusion in the employee's personnel file. If the employee's position description changes as a result of this evaluation, forward updated position description to the Human Resources Office along with the evaluation documents.

Strengths:

Developmental Needs:

Key Accomplishments:

Goals for next performance period:

Code of Conduct. Consider the extent to which the employee is successful in demonstrating commitment to upholding MCAD's values.

- Students First
- Academic and Institutional Excellence
- Creativity and Innovation
- Community
- Engagement

SUPERVISOR'S SUMMARY COMMENTS

Immediate Supervisor's Signature and date:

Next level Supervisor's Signature and date:

EMPLOYEE'S COMMENTS

I acknowledge that this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's Signature and date: