

**APPENDIX J**  
**COLLEGE OF MICRONESIA-FSM**  
**PERFORMANCE EVALUATION**  
**(FOR CLASSIFIED & PROFESSIONAL STAFF)**

<b>Employee</b>		<b>Position Title</b>	
<b>Activity/Department</b>		<b>Supervisor</b>	
<b>Reason(s) for Evaluation</b>			
<input type="checkbox"/> Probation <input type="checkbox"/> Step Increase <input type="checkbox"/> Contract Renewal <input type="checkbox"/> Annual Review <input type="checkbox"/> Other			
<b>Period Covered</b>		<b>Evaluation Date</b>	<b>Return Date</b>
From	To		

CODE	PERFORMANCE LEVEL	DESCRIPTION
O	Outstanding	Performance <b>consistently exceeds</b> expectations in <b>all</b> areas listed
HE	Highly Effective	Performance <b>consistently meets</b> expectations in <b>all</b> areas listed AND <b>exceeds</b> expectations in <b>some</b> areas listed.
E	Effective	Performance <b>consistently meets</b> expectations in <b>all</b> areas listed.
NI	Needs Improvement	Performance <b>does not meet</b> expectations in a <b>few</b> areas listed.
U	Unsatisfactory	Performance <b>does not meet the above criteria.</b>
NA	Not Applicable	Factor does not apply to the job.

**PLEASE NOTE: A rating of NEEDS IMPROVEMENT and/or UNSATISFACTORY requires specific explanation and justification in the space provided, and an action plan for improvement.** Should you have any questions on completion of the appraisal, please contact the Human Resources Director.

**Rate the employee on:** **Performance Level**

<b>O</b>	<b>HE</b>	<b>E</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
----------	-----------	----------	-----------	----------	-----------

**JOB UNDERSTANDING**

**1. Job knowledge.** Consider the extent to which the employee understands objectives, duties, and responsibilities of the job.

--	--	--	--	--	--

**2. System knowledge.** Consider the extent to which the employee understands the laws, rules, regulations, policies, procedures, and guidelines that apply to the job.

--	--	--	--	--	--

<b>O</b>	<b>HE</b>	<b>E</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
----------	-----------	----------	-----------	----------	-----------

--	--	--	--	--	--

**3. Skill base knowledge.** Consider the extent to which the employee has the knowledge, skills, and abilities necessary to carry out all tasks listed in the job description.

**PRODUCTIVITY**

--	--	--	--	--	--

**4. Application.** Consider how proficient the employee applies policies, procedures, and guidelines.

--	--	--	--	--	--

**5. Quality of work.** Consider the extent to which the work output of the employee is complete and accurate

--	--	--	--	--	--

**6. Decision making.** Consider how proficient the employee is at arriving at sound decision.

--	--	--	--	--	--

**7. Implementation.** Consider how proficient the employee is at carrying out decisions.

--	--	--	--	--	--

**8. Use of resources.** Consider how proficient and careful the employee is in necessary machines, equipment, and materials to accomplish work.

<b>O</b>	<b>HE</b>	<b>E</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
----------	-----------	----------	-----------	----------	-----------

--	--	--	--	--	--

**9. Punctuality.** Consider the extent to which the employee complies with the working hours policy.

--	--	--	--	--	--

**10. Time management.** Consider the extent to which the employee organizes and manages his/her time in meeting schedules, work projects, deadlines, priorities, and appointments.

--	--	--	--	--	--

**11. Initiatives.** Consider the degree to which the employee is self-starting and assumes responsibilities when specific directions are lacking.

--	--	--	--	--	--

**12. Perseverance.** Consider the extent to which the employee follows a task through to completion in spite of setbacks or discouragement.

--	--	--	--	--	--

**13. Thrift.** Consider the extent to which the employee minimizes waste in using supplies and materials.

**SELF MANAGEMENT-PEOPLE CENTERED**

--	--	--	--	--	--

**14. Attitude.** Consider the extent to which the employee displays enthusiasm, adaptability, and flexibility toward accomplishing tasks.

<b>O</b>	<b>HE</b>	<b>E</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
----------	-----------	----------	-----------	----------	-----------

--	--	--	--	--	--

**15. Interpersonal relations.** Consider how well the employee demonstrates patience, consideration, courtesy, and respect for others.

--	--	--	--	--	--

--	--	--	--	--	--

**16. Individual Cooperation.** Consider the extent to which the employee works well with others on an individual basis.

---

--	--	--	--	--	--

**17. Team Cooperation.** Consider the extent to which the employee contributes to a group effort.

---

**COMMUNICATION**

--	--	--	--	--	--

**18. Oral skills.** Consider the extent to which the employee speaks in a clear concise, logical, and objective manner.

---

--	--	--	--	--	--

**19. Written skills.** Consider the extent to which the employee writes ideas and information in a clear, concise, logical and objective manner

---

--	--	--	--	--	--

**20. Listening skills.** Consider the degree to which the employee listen and understands information communicated to him/her.

---

**SUPERVISORY ABILITY**

<b>O</b>	<b>HE</b>	<b>E</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
----------	-----------	----------	-----------	----------	-----------

--	--	--	--	--	--

**1. Duty Comprehension.** Consider the extent to which the supervisor understands his/her duties as a supervisor.

---

--	--	--	--	--	--

**2. Planning.** Consider the extent to which the supervisor effectively prioritizes, timelines, and delegates tasks to their staff.

--	--	--	--	--	--

**3. Mentoring.** Consider the extent to which the supervisor works with each member toward improving their job performance throughout the year

--	--	--	--	--	--

**4. Leadership.** Consider the extent to which the supervisor inspires and directs staff to achieve department and institution goals.

--	--	--	--	--	--

**5. Communication.** Consider the extent to which the supervisor keeps staff informed on items that affect their jobs.

--	--	--	--	--	--

**6. Fairness.** Consider the extent to which the supervisor treats staff equally and consistently over time.

--	--	--	--	--	--

<b>O</b>	<b>HE</b>	<b>E</b>	<b>NI</b>	<b>U</b>	<b>NA</b>
----------	-----------	----------	-----------	----------	-----------

--	--	--	--	--	--

**7. Conflict Resolution.** Consider how proficient the supervisor is in handling conflict within their department.

--	--	--	--	--	--

**8. Evaluation.** Consider the extent to which the supervisor conducts the performance evaluation process.

--	--	--	--	--	--

Indicate employee's achievements and strengths, especially noting outstanding contributions to the division, department, or the college.

Indicate areas that need improvement.

General Comments.

Evaluated by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**EMPLOYEE'S COMMENTS**

Record any comments concerning the performance evaluation you wish to share. If you do not agree with this evaluation, submit yours reasons to your supervisor within one week.

I have reviewed this document and discussed the contents with my supervisor/co-supervisor. My signature means that I have been advised of my performance status and DOES NOT NECESSARILY IMPLY THAT I AGREE WITH THIS EVALUATION.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**REVIEWED BY:**

Co-Supervisor[if applicable]: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>HUMAN RESOURCES OFFICE</b> (for HRO use only)</p>
---

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Salary Increment Increase Effective Date \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Contract Renewal Effective Date: \_\_\_\_\_ NTE: \_\_\_\_\_ Step: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Human Resources Director: \_\_\_\_\_ Date: \_\_\_\_\_

COLLEGE OF MICRONESIA-FSM

**PERFORMANCE OBJECTIVES AND DEVELOPMENT PLAN**

<b>Employee</b>	<b>Position Title</b>	<b>Activity/Department</b>
<b>Period Covered</b> From                      To	<b>Anniversary Date</b>	<b>Supervisor</b>

**Directions:** The employee and the supervisor should identify critical areas that need improvement, and/or areas to enhance, and together set objectives for the immediate future. At least one follow-up session is required to assess the employee's progress.

**JOB RELATED** (List at least 3.)

<b>OBJECTIVE</b> (WHAT AREAS NEED IMPROVEMENT)	<b>STEPS TO ACHIEVE OBJECTIVES</b> (HOW)	<b>WITHIN</b> (TIME FRAME)
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	

**WORK HABITS** (List at least 2.)

<b>OBJECTIVE</b> (WHAT AREAS NEED IMPROVEMENT)	<b>STEPS TO ACHIEVE OBJECTIVES</b> (HOW)	<b>WITHIN</b> (TIME FRAME)
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	

**SERVICE TO STUDENTS, STAFF AND COMMUNITY** (List at least 2.)

<b>OBJECTIVE</b> (WHAT AREAS NEED IMPROVEMENT)	<b>STEPS TO ACHIEVE OBJECTIVES</b> (HOW)	<b>WITHIN</b> (TIME FRAME)
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	

**PROFESSIONAL DEVELOPMENT** (List at least 1.)

<b>OBJECTIVE</b> (WHAT AREAS NEED IMPROVEMENT)	<b>STEPS TO ACHIEVE OBJECTIVES</b> (HOW)	<b>WITHIN</b> (TIME FRAME)
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	

**PERSONAL DEVELOPMENT** (Optional)

<b>OBJECTIVE</b> (WHAT AREAS NEED IMPROVEMENT)	<b>STEPS TO ACHIEVE OBJECTIVES</b> (HOW)	<b>WITHIN</b> (TIME FRAME)
	S-1. S-2. S-3. S-4.	
	S-1. S-2. S-3. S-4.	

Employee’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date for follow-up reviews: \_\_\_\_\_