

Office Supervisor Performance Appraisal

Appraisal Score

Overall Score: / 5.00

Name:

Job Title:

Rating Guide

Goals and Competencies will be evaluated using the following Rating Guide:

5 = Outstanding: Consistently demonstrated exemplary behavior in this area, significantly performing above and beyond what is expected on a routine basis; serves as a role model for others.

4 = Exceeded Expectations: Demonstrated strong behaviors in this area, often going above and beyond what was expected.

3 = Met Expectations: A job well done; demonstrated acceptable and appropriate behavior in this area.

2 = Area for Improvement: Did not demonstrate acceptable and appropriate behavior in this area; further development is needed.

1 = Unsatisfactory: Failed to demonstrate appropriate and acceptable behaviors in this area; immediate and significant improvement is needed.

PRODUCTIVITY/INITIATIVE

Employee Score: Manager Score: / 5.00 (7%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Displays skills and knowledge required for the position.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)
Performance in terms of workload, meeting deadlines and the overall commitment shown to the position.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)
Flexible with the ability to handle change with minimal disruption.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)
Enthusiasm shown in taking on more responsibility and challenging the status quo by regularly generating new ideas and suggesting improvements to processes.	<input style="width: 100%; height: 15px;" type="text"/>			(0%)

PRODUCTIVITY/INITIATIVE COMMENTS

Self: N/A

Comments:

ABC

QUALITY OF WORK

Employee Score: **Manager Score:** **/ 5.00 (7%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Meets expectations in terms of quality of work. Produces accurate results, ensuring all of the little things are done well.	<input type="text" value="-----"/>			<input type="text" value="(0%)"/>
Leads by example, encouraging others to meet those quality standards.	<input type="text" value="-----"/>			<input type="text" value="(0%)"/>

QUALITY OF WORK COMMENTS

Self: N/A

Comments:

Suggested Comments

ABC

MANAGING MULTIPLE PRIORITIES

Employee Score: **Manager Score:** **/ 5.00 (7%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Demonstrates a good ability to work concurrently on multiple priorities, showing efficiency at giving proper attention to each priority without losing focus.	<input type="text"/>			<input type="text" value="(0%)"/>
Makes good use of available resources.	<input type="text"/>			<input type="text" value="(0%)"/>

MANAGING MULTIPLE PRIORITIES COMMENTS

Self: N/A

Comments:



Suggested Comments

ATTITUDE/TEAMWORK

Employee Score: Manager Score: / 5.00 (7%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Displays a positive, can-do attitude.				(0%)
Is a good team player, regularly contributing ideas and opinions with other team members while graciously accepting alternative points of view.				(0%)
Has great success at giving and receiving constructive feedback.				(0%)
Is not afraid to seek help from others when appropriate.				(0%)



ATTITUDE/TEAMWORK COMMENTS

Self: N/A

Comments:



DEPENDABILITY

Employee Score: Manager Score: / 5.00 (7%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Addresses all requests and provides the appropriate level of support each commitment requires.				(0%)
Takes complete responsibility for all areas that fall under his/her influence.				(0%)
Maintains appropriate confidentiality of sensitive information.				(0%)

DEPENDABILITY COMMENTS

Self: N/A

Comments:

Suggested Comments  

PROBLEM SOLVING/CHANGE MANAGEMENT

Employee Score: Manager Score: / 5.00
(10%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Takes a proactive approach to anticipating and preventing problems.	<input type="text"/>			<input type="text"/> (0%)
Takes time to thoroughly investigate all options and their consequences before making a decision, often soliciting input from other parties involved to arrive at the best decision for all concerned.	<input type="text"/>			<input type="text"/> (0%)
Keeps others informed of decisions and information that may affect them.	<input type="text"/>			<input type="text"/> (0%)
Supports the initiative for change. Backs decisions once they are made, even if the recommendation was not theirs or he/she may not personally support the initiative. Removes obstacles and ensures all necessary resources are available.	<input type="text"/>			<input type="text"/> (0%)

SOLVING PROBLEMS/FINDING SOLUTIONS COMMENTS

Self: N/A

Comments:

Suggested Comments

CUSTOMER FOCUS

Employee Score: Manager Score: / 5.00 (7%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
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Responds to requests in a timely manner.			
			(0%)
Regularly communicates with customers/fellow employees to ensure products/services are meeting their needs.			
			(0%)

CUSTOMER FOCUS COMMENTS

Self: N/A

Comments:

Suggested Comments  

COMMUNICATION

Employee Score: / 5.00 (9%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
He/she is well respected and has built a strong reputation for trustworthiness by maintaining open and honest communications with other members of the team.				(0%)
Demonstrates very good listening skills, listening to others and allowing them to make their point.				(0%)
Communicates in a clear and credible manner, careful of the tone that is appropriate to both the audience and the situation.				(0%)
Displays sound judgment as to the information that should be shared.				(0%)
Maintains composure in tense situations.				(0%)

COMMUNICATION COMMENTS

Self: N/A

Comments:

ORGANIZATIONAL COMMITMENT/BUILDING RELATIONSHIPS

Employee Score: **Manager Score:** **/ 5.00 (8%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
He/she plays a large role in promoting loyalty and commitment to the organization.				(0%)
Demonstrates a high level of care for the well being of other employees by getting to know them.				(0%)
Sets a good example of organizational commitment, never speaking negatively of the organization.				(0%)
Has a good ability to build rapport with a variety of people at all levels of the Company.				(0%)



ORGANIZATIONAL COMMITMENT/BUILDING RELATIONSHIPS COMMENTS

Self: N/A

Comments:



PROFESSIONALISM/COMMUNITY IMAGE

Employee Score: **Manager Score:** **/ 5.00 (9%)**

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Models desired behavior by conducting oneself in an ethical and appropriate manner, both in the workplace and in the community, as a representative of SCC.				(0%)
Fosters a positive work environment that promotes trust and integrity.				(0%)
Seeks out external activities and/or organizations that may lead to future opportunities for Stevens. Participates in external activities that promote a positive image for the Company.				(0%)

PROFESSIONALISM/COMMUNITY IMAGE COMMENTS

Self: N/A

Comments:




EDUCATION AND SELF-DEVELOPMENT

Employee Score: Manager Score: / 5.00 (6%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
He/she is aware of his/her own personal strengths and weaknesses, targeting areas for self-development.				(0%)
Is able to propose and participate in courses or plans for self-development.				(0%)
Displays a strong sense of commitment to his/her own personal career.				(0%)



EDUCATION AND SELF-DEVELOPMENT COMMENTS

Self: N/A

Comments:




Suggested Comments

DEFINING RESPONSIBILITIES/DELEGATING/EMPOWERING

Employee Score: Manager Score: / 5.00 (9%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Sets clear direction, outlining responsibilities and priorities. Establishes achievable goals for the work group.				(0%)
Meets with subordinates on a regular basis and uses feedback to encourage positive behaviors.				(0%)
Delegates responsibility when appropriate, based on the employee's ability and potential. Empowers others by sharing authority and allowing them to take risks and make mistakes.				(0%)
Displays a good ability to motivate employees to further their development, highlighting their potential and possible new roles and challenges they could undertake.				(0%)

DEFINING RESPONSIBILITIES/DELEGATING/EMPOWERING COMMENTS

Self: N/A


Comments:

Suggested Comments  

BUILDING RELATIONSHIPS

Employee Score: Manager Score: / 5.00 (7%)

Competency	Rating Scale	Multirater Score:	Employee Score:	Manager Score:
Practices management by walking around in order to stay in touch with what is happening in department(s). Is able to form key alliances to work toward common goals.	<input type="text"/>			<input type="text"/> (0%)
Takes care to ensure fellow employees are able to balance work with personal commitments.	<input type="text"/>			<input type="text"/> (0%)



BUILDING RELATIONSHIPS COMMENTS

Self: N/A



Comments:

Suggested Comments  

OVERALL SCORE

Score: / 5.00 (0%)

Goals from Last Review

Goals	Goal Progress
Title: <input type="text"/>	
 <input type="text"/>	<input type="text"/>
 <input type="text"/>	<input type="text"/>
Title: <input type="text"/>	

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[Add Past Goal](#)

Goals for Upcoming Year

Goals:	Weight
Title: <input type="text"/>	%
Title: <input type="text"/>	%

 [Add New Goal](#)

SAMPLE