

**Professional and Scientific  
Performance Appraisal**

**APPRAISAL OF SUPERVISOR**

Date \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Evaluator's Name \_\_\_\_\_

Supervisor's Position \_\_\_\_\_ Evaluator's Position \_\_\_\_\_

Supervisor's Department \_\_\_\_\_ Evaluator's Department \_\_\_\_\_

This four-part form has been designed to assist the process of performance appraisals for Professional and Scientific personnel. The purpose of the appraisal system is to improve the performance of individuals and the institution, to facilitate communication between supervisors and staff members and to provide a basis for management decisions.

**I. Management/human relations skills:**

**E - Exceptional.** Functions at or near highest level of expected performance.

**HS - Highly Satisfactory.** Functions at a generally high level of expected performance.

**S - Satisfactory.** Functions at a generally satisfactory level of expected performance.

**M - Marginal.** Functions at a marginally acceptable level of expected performance.

**U - Unsatisfactory.** Fails to fulfill function at a minimum level of expected performance.

Check your rating for each skill and/or narrative.

1.) **Planning:** Uses foresight to develop sound objectives.

E  HS  S  M  U

2.) **Organizing:** Systematically organizes own work and work of those he/she supervises.

E  HS  S  M  U

3.) **Delegation:** Effectively uses subordinate's skills when delegating. Clearly defines and follows up on delegated responsibilities to the degree that subordinates carry out assignments even when not under constant supervision.

E  HS  S  M  U

4.) **Oral Communication:** Gives clear, concise, instructions which result in prompt and accurate performance by subordinates and associates; understand spoken communications clearly.

E  HS  S  M  U

5.) **Written Communication:** Gives clear, concise, instructions which result in prompt and accurate performance by subordinates and associates; understands written communications clearly.

E  HS  S  M  U

6.) **Motivating:** Elicits enthusiastic cooperation and creative initiative from both subordinates and associates.

E  HS  S  M  U

7.) **Developing subordinates:** Selects, trains and develops subordinates so that they can function effectively with a high degree of independence and without close supervision. Identifies potential in subordinates and provides and recommends training and developmental experience to realize that potential.

E  HS  S  M  U

8.) **Team Building:** Demonstrates genuine interest in people. Recognizes individual differences in people and points of view. Gets results through a team effort. Builds morale.

E  HS  S  M  U

## II. Comment on major strengths; areas for improvement.

- A. Identify the supervisor's major strengths (give examples, if possible).
- B. Identify areas needing improvement (examples if possible).
- C. Discuss additional factors which favorably or adversely influence the evaluation of this individual as a team leader.

## III. Summarize overall performance.

## IV. Send to your supervisor's direct supervisor.

1.  I authorize this form to be shared with my supervisor.

Date            Signature \_\_\_\_\_

2.  I do not want this form to be shared with my supervisor.

Date            Signature \_\_\_\_\_