

**Central Georgia Technical College**  
**Administrative and Supervisory Personnel Evaluation Form**

Appraisee \_\_\_\_\_

Appraiser \_\_\_\_\_

Job Title \_\_\_\_\_

Evaluation Period \_\_\_\_\_

RECOMMENDATIONS TO APPRAISEE FOR IMPROVING PERFORMANCE (Necessary for any weak evaluations; otherwise optional. Use additional sheets, if needed.)

EVIDENCE OF OUTSTANDING ACHIEVEMENT ON THE JOB (Use additional sheets, if needed.)

RECOMMENDATIONS:

I recommend that this employee be:

- ( ) continued in present assignment
- ( ) reassigned \_\_\_\_\_
- ( ) other \_\_\_\_\_

\_\_\_\_\_  
Appraiser

\_\_\_\_\_  
Date

APPRAISEE'S ACKNOWLEDGEMENT AND COMMENTS:

I have read this report, but my signature does not necessarily signify agreement. I understand that any additional written statement I wish to make regarding this report will be attached to all copies of it.

COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Appraisee

\_\_\_\_\_  
Date

REVIEWER COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

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Administrative and Supervisory Personnel Form**

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Appraisee \_\_\_\_\_ Job Title \_\_\_\_\_

JOB TARGETS listed in measurable terms	Appraiser's evaluation of JOB TARGETS				
	1	2	3	4	5

1: Unsatisfactory    2: Needs Improvement    3: Satisfactory    4: Average    5: Above Average

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Appraisee \_\_\_\_\_ Job Title \_\_\_\_\_

	1	2	3	4	5
Attitudes and Capabilities: Demonstrates a positive attitude toward the institution.					
Has good knowledge of and is well skilled in all phases of the job.					
Displays good judgement resulting from sound evaluation, appropriate to the situation.					
Is a careful and effective planner; anticipates and takes action to solve problems.					
Organizes and expresses thoughts clearly and concisely in both written and oral communication.					
Is punctual, dependable, self-reliant, and resourceful.					

COMMENTS: (Required for unsatisfactory rating) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Management Practices: Provides effective and efficient management of manpower and materials.					
Organizes work well and utilizes effective time management.					
Demonstrates punctuality and dependability in completion of assignments.					
Consistently produces high-quality work in acceptable quantity.					
Handles routine practices promptly and effectively.					

COMMENTS: (Required for unsatisfactory rating) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1: Unsatisfactory    2: Needs Improvement    3: Satisfactory    4: Average    5: Above Average

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	1	2	3	4	5
Leadership Qualities: Consistently exercises good leadership; effectively directs and motivates others.					
Fosters staff morale and harmony.					
Projects a professional appearance, attitude, and image.					
Is a good team worker; leads by example.					
Becomes involved in and committed to CGTC activities and participates in schoolwide functions beyond the regular work day and job responsibilities.					

COMMENTS: (Required for unsatisfactory rating) \_\_\_\_\_

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Human Relations: Gets along well with people; maintains good community and student relations.					
Maintains good rapport with supervisors, subordinates, peers, and the general public.					

COMMENTS: (Required for unsatisfactory rating) \_\_\_\_\_

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JOB TARGETS					
OVERALL RATING					

COMMENTS: (Required for unsatisfactory rating) \_\_\_\_\_

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