



Office of Academic Affairs

2022 Supervisor Form

Process & Instructions for Supervisors

- **Form Distribution.** Academic Affairs Staff Evaluation forms are distributed to supervisors in early February as files in the general channel of the Staff Reviews Team. These forms have three parts: (1) Staff form, (2) Supervisor form, and (3) Performance Plan form.
- **Prepare Staff Forms.** Supervisors should prepare a staff form for each staff member. For categories that do not apply to an individual staff member, supervisors can type “Ignore this category” in the comments section for that category.
- **Distribute Staff Forms & Schedule Performance Meeting.**
 - Once prepared, the staff form for a particular staff member can be placed in the files of the private channel for that staff member in the Staff Reviews Team.
 - Although instructions appear on that form, you might want to review those instructions with the staff member.
 - You should also talk about the rating numbers. Tell the staff member that generally everyone should be at a 3 rating using the rating chart that appears at the bottom of the form. Lower ratings should be saved for performance problem areas. Higher ratings should be saved for specific successes in the past year.
 - At this time, you should also schedule a performance meeting with the staff member and remind the staff member to have the staff form completed by a specified time before the meeting. Also decide whether or not you would like the appropriate associate provost to join the performance meeting.
- **Staff Complete Forms.** The staff member then completes the form using the Staff Reviews Team.
- **Complete Supervisor Forms.** While the staff member is working on the staff form, the supervisor should complete the supervisor form based on the supervisor’s direct observations and knowledge of the staff member’s performance. Again, be careful about assigning ratings. Assigning the highest rating in each category leaves no room for improvement and does not help the staff member consider ways to improve. In some cases, the supervisor should also consult others who work closely with the staff member.
- **Performance Meeting.** During this meeting, whether in Teams or in person, the following should occur:
 - Allow the staff member to talk about the items in the staff form and share your comments in the supervisor form.
 - With the staff member, decide on a few items to list in the performance plan describing specific goals for improvement in the coming year and also describing how those goals can be accomplished.
 - It is fine to give the staff member a day or two to think about any requested revisions to the plan; however, before the meeting ends, be sure to give a deadline for this to be done.
- **Complete and submit the Performance Plan**
 - Add your name and note the meeting time on the Performance Plan.
 - If you gave the staff member additional time to request revisions, indicate when that process was completed.
 - Move the three completed forms into the private channel named for you in the Staff Reviews Team in the appropriate file folder.

Key to Ratings

5	Substantially Exceeds Expectations	
4	Exceeds Expectations	
3	Meets Expectations	
2	Meets Some Expectations	[Priority issues for performance plan.]
1	Below Expectations	[Priority issues for performance plan.]

Employee: _____ Position Title: _____ Supervisor: _____

2021 Supervisor Copy

Job skills and Knowledge	Rating	Comments
Familiar with methods, procedures and techniques needed to perform job		
Demonstrates an understanding of the appropriate computer systems		
Brings creativity to the job		
Assists with office planning		

Financial Management	Rating	Comments
Provides budgetary oversight and accountability.		
Creates solutions to budgeting constraints.		

Judgment and Reasoning	Rating	Comments
Demonstrates ability to gather and analyze information		
Offers practical suggestions and solutions to problems		
Responds appropriately to constituent requests.		

Attitude and Cooperation	Rating	Comments
Exhibits enthusiasm and willingness in performance of duties		
Demonstrates ability to take effective and appropriate action without being told		
Is receptive to constructive criticism		

Quality and Quantity of Work	Rating	Comments
Completes work in the time allotted		
Complete tasks prior to deadlines.		
Balances multiple tasks with efficiency.		
Completes tasks with accuracy.		

Employee: _____ Position Title: _____ Supervisor: _____

2021 Supervisor Copy

Facilities Management	Rating	Comments
Coordinates office upkeep, usage, and planning		
Coordinates computer and software systems		
Coordinates archival files		

Interpersonal Relations	Rating	Comments
Communicates clearly		
Has the respect of students and parents		
Has the respect of Hendrix faculty and staff		
Understands and is sensitive to privacy issues		

Personnel Management	Rating	Comments
Sets priorities for staff and office workflow.		
Evaluates and develops staff.		
Coordinates all temporary staff and student employees.		

Summary	Rating
Job Skills and Knowledge	
Financial Management	
Judgment and Reasoning	
Attitude and Cooperation	
Quality and Quantity of Work	
Facilities Management	
Interpersonal Relations	
Personnel Management	