Carleton College Exempt Staff Appraisal Form

Employee Name: ___________________  Dept.: ___________________

Position Title: ___________________  Review Period: ___________________

Describe performance during this review period in relation to required duties and standards. Refer to goals and objectives established at the last performance appraisal. Describe to what extent job standards, goals, and objectives were met. Discuss each category individually.

A. Specific Goals or Projects: (For the last twelve months, state what the goals/projects were and the progress made on them)

1. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

4. ____________________________________________________________

B. Operational Effectiveness: (Describe the effectiveness of planning and meeting your day to day job requirements and the quality of the results.)
C. **Leadership/Effective Cooperation:** (If supervises, describe the ability to secure results through others and to successfully complete annual Performance Appraisals on staff reporting to you; if no supervision applies, the ability to effectively work with others to maximize job results.)

D. **Work Attributes:** (List specific performance behaviors that are particularly strong and those where improvement is desirable.)

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**E. Overall Performance Rating:**

Select an overall performance rating by placing an "x" in the appropriate box for this review period.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Exceptional:</strong></td>
<td>Results achieved are at the highest possible level; there is virtually no room for improvement.</td>
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<tr>
<td><strong>Consistently Exceeds:</strong></td>
<td>Results achieved are consistently maintained beyond job expectations.</td>
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<tr>
<td><strong>Exceeds Job Requirements:</strong></td>
<td>Results achieved fully meet job requirements and occasionally exceed job expectations; continued growth is encouraged.</td>
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<tr>
<td><strong>Meets Job Requirements:</strong></td>
<td>Results achieved are sufficient and acceptable; no particular problems indicated. There are opportunities for development or expanded capabilities.</td>
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<tr>
<td><strong>Below Job Requirements:</strong></td>
<td>Results achieved occasionally less than expected; some improvement is necessary to meet job requirements.</td>
</tr>
<tr>
<td><strong>Deficient:</strong></td>
<td>Results achieved do not meet requirements and have a negative impact on effectiveness; considerable improvement is necessary.</td>
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<tr>
<td><strong>Progressing in Assignment:</strong></td>
<td>Less than one year in position and in the process of attaining the knowledge of operations associated with the job. Generally means fully satisfactory.</td>
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**F. Specific Goals or Objectives for the Next Twelve Months:**

**G. Identify the training/development needs to acquire and improve on job-related skills and knowledge.** This also involves staff development with personal growth, expansion of job duties or preparation for promotion.

**Comments:**

Staff member’s signature _________________________________ Date ________________
(Signature indicates you have reviewed the Performance Appraisal and its contents)

Performance appraisal completed by __________________________ Date ________________