FORM B
UNIVERSITY OF CAPE COAST
STAFF PERFORMANCE APPRAISAL FORM (SUPERVISOR)
SENIOR MEMBERS (TEACHING) CATEGORY

Name of Employee: ................................................................. Staff No: ..........

Employee’s Designation/ Rank: .................................................................

Employee’s Department: ........................................................................

Name of Supervisor: .............................................................................

Supervisor’s Designation/ Rank: .............................................................

Year under Review: .............................................................................

Purpose of Current Review
[] Annual Appraisal     [] Provisional Mid-Point     [] Special

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STAFF PERFORMANCE APPRAISAL FORM INSTRUCTIONS

The performance appraisal process should include the following steps:
• Obtain and review self-appraisal from employee
• Complete Staff Performance Appraisal form for employee
• Schedule meeting to discuss the appraisal
• Conduct performance appraisal meeting
• Provide copy of signed Staff Performance Appraisal to employee
• Place signed Staff Performance Appraisal in the employee’s Departmental personnel file
• Schedule meeting to discuss performance expectations with employee for upcoming year

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Satisfactory</th>
<th>Successful</th>
<th>Above Expectations</th>
<th>Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee has not demonstrated improved work performance under the period of review</td>
<td>Performance standards are not fully achieved; employee fairly performs assign duties.</td>
<td>Work is fully satisfactory; employee consistently meets and occasionally may exceed performance standards. This represents the expected level of performance as established by the supervisor.</td>
<td>Work is fully satisfactory and often exceeds performance standards.</td>
<td>Work performance consistently exceeds performance standards.</td>
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UCC Staff Appraisal Policy
### Job Knowledge/Functional and Technical Skills:
- Has achieved required level of knowledge and skills in position-related areas
- Applies knowledge, skills and new technology in teaching
- Punctuality in class, timely marking and discussion of exercises, etc.
- Involves in research and dissemination of research findings
- Keeps up to date in all relevant knowledge and skills areas to meet job requirements

### Service Orientation:
- Actively seeks information to understand students’ circumstances, problems, needs, and expectations
- Shares information with students to build their understanding of issues and capabilities
- Responds quickly to meet students needs and resolve problems
- Seeks opportunities to improve the products and/or services to meet students needs

### Interpersonal Communication:
- Relates well to all people – up, down, and across – internally and externally to the School/Department
- Establishes rapport; builds and maintains effective working relationships
- Practices attentive and active listening
- Uses diplomacy and tact; can diffuse high-tension situations comfortably

### Initiating Action:
- Readily takes action consistent with department objectives
- Looks for and takes advantage of opportunities to act beyond what is required
- Takes independent actions when appropriate
- Volunteers readily
- Suggests methods and procedures to improve departmental operation

### Organizing and Planning:
- Prioritizes multiple activities and assignments effectively and adjusts as appropriate
- Determines tasks and secures appropriate resources to get things done
- Uses time effectively and stays focused to ensure work is completed
- Meets commitments and deadlines consistently

### Quality of Work:
- Accurately and carefully follows process/procedures for completing work
- Ensures a high-quality output of work (resulting in minimal acceptable/zero errors)
- Attentive to all details and aspects of a job or process to ensure a complete, high quality output

### Work Habits:
- Conducts work within the established (and accepted) department practices
- Conducts work according to the established and approved work schedule
- Demonstrates professionalism and workplace etiquette
Decision Making:
- Identifies issues, problems and opportunities and determines that action is needed
- Probes all relevant sources to better understand problem, issue or opportunity
- Analyzes information and generates options for addressing issue, problem or opportunity
- Chooses appropriate action by evaluating options and considering implications in a timely manner
- Involves others as needed to ensure quality and commitment of decision

Composure:
- Maintains effective performance under pressure
- Copes effectively and develops effective approaches to deal with pressure or stress
- Presents a positive disposition and maintains constructive interpersonal relationships when under stress

Leading Others:
- Inspires and guides individuals toward higher levels of performance
- Treats people with dignity, respect, and fairness
- Creates a climate in which people want to do their best
- Serves as a positive role model
- Involves in active community service
- Operates with integrity, honesty, and courage

Mentoring Others:
- Clarifies expected behaviors and levels of performance
- Sets clear objectives and measures
- Provides the necessary information, support, and resources for staff to be effective
- Provides timely feedback and guidance on performance
- Works with employees to reinforce effective efforts and progress or improve performance

Managing Performance of Others:
- Works with individual to set performance goals and expectations
- Sets development plans
- Monitors performance progress
- Evaluates performance
- Plans and conducts performance appraisal

Summary of Current Year Objectives:

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Identify Development Needs (Specified areas):

Supervisor’s Overall Summary:

Supervisor’s Overall Rating (tick)
[ ] Unsatisfactory [ ] Satisfactory [ ] Successful [ ] Above Expectations [ ] Exceptional

Employee Comments (Optional):

Employee Signature/Date  Supervisor Signature/Date

Name  Name