



Medical College of Georgia  
Performance Appraisal Instructions  
for

Classified Staff Employees and Non-Faculty Managerial/Professional Employees  
**(Except MCGHI Leased Employees)**

**General Instructions**

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This performance appraisal is designed for supervisors to assess the performance of their employees. Section I allows for “job specific” evaluation. Section II provides for a series of performance factors related to the job. Section III identifies training and future goals. The rating scale below should be used in each section. Upon completion of the appraisal, the supervisor should sign the document and obtain the necessary signatures of the reviewer and the employee.

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This Performance Appraisal Form is to be used for all job groups (both non-exempt and exempt). ***It should not be used for MCGHI leased employees who should be evaluated using the current MCGHI employee performance appraisal form.***

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**Explanation of Rating Levels**

Rating

Excels	Performance which is consistently better than that expected of a fully proficient employee.
Proficient	Performance which meets the expectations of an employee for this job classification.
Needs Improvement	Performance less than that of a fully proficient employee; improvement necessary.
Unsatisfactory	Performance that does not meet minimum job requirements; immediate and substantial improvement is necessary.

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**Medical College of Georgia**  
Performance Appraisal Instructions  
for

**Classified Staff Employees and Non-Faculty Managerial/Professional Employees  
(Except MCGHI Leased Employees)**

Employee's Name: \_\_\_\_\_ Employment Date: \_\_\_\_\_

PeopleSoft ID Number: \_\_\_\_\_

Position Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Department/Division/Office: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

Type of Appraisal:                      Provisional                      Annual                      Special  
   Formerly referred to as probationary

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**Section I**

**Directions:**

**Classified Staff Employee:** This section of the form is designed to make the form "job specific" by listing, in order of importance, the major responsibilities of the job being evaluated. Rate the employee's performance on each essential function of the job using the rating scale described on the instruction sheet.

**Managerial/Professional Employee:** In units where goals and objectives have been identified in writing, the employee should be evaluated on those pre-determined and pre-defined goals or objectives. In units where goals and objectives have not been established, the supervisor should identify the major duties and/or responsibilities of the job and evaluate the employee accordingly. In either situation, a performance dimension for all supervisory personnel is commitment to equal employment opportunity and diversity in the workplace. Where pre-determined goals and objectives are not used, the employee should be evaluated on projects, job duties and special assignments. Check the appropriate performance level.

Rating Scale  
(Check One)

Description of major responsibilities:	Excels	Proficient	Needs Improvement	Unsatisfactory
1) Goal/Objective/Project/Major Job Duty/Special Assignment				
2) Goal/Objective/Project/Major Job Duty/Special Assignment				
3) Goal/Objective/Project/Major Job Duty/Special Assignment				
4) Goal/Objective/Project/Major Job Duty/Special Assignment				
5) Goal/Objective/Project/Major Job Duty/Special Assignment				

**If other major responsibilities have been identified that have not been captured in any of the 5 responsibilities listed above please attach an additional sheet rating those responsibilities.**

Identify any training or development activities the employee has completed since his/her last performance appraisal.

a.

b.

c.

## Section II

**Directions:** In this section, the work factors tend to reinforce the performance levels identified in Section I. Place a check ( ✓ ) in the column that best identifies the employee's job performance and make comments as appropriate.

**The supervisor's written comments can be the most important part of this appraisal section. For any rating other than "proficient" a comment is required.**

If the employee is classified staff, please complete performance factors 1 through 11 and item 12, if applicable. If the employee falls in the Managerial/Professional category, please complete performance factors 1 through 16.

**Rating Scale  
(Check One)**

	Excels	Proficient	Needs Improvement	Unsatisfactory
<b>Performance Factors:</b>				
1) <u>Job Knowledge/Skills</u> To what extent does the employee maintain a satisfactory level of job knowledge and job skills?				
<b>Comments:</b>				
2) <u>Quality of Work</u> To what extent does the employee's work meet the required quality standards, i.e., accuracy, neatness and thoroughness?				
<b>Comments:</b>				
3) <u>Productivity</u> To what extent does the employee accomplish the quantity of work expected of the job assigned and use time and resources appropriately?				
<b>Comments:</b>				

<p>4) <u>Record Keeping/Documentation</u>          To what extent does the employee adequately prepare and maintain records, written reports, correspondence, and files?</p>				
<p><b>Comments:</b></p>				
<p>5) <u>Reliability</u>          To what extent does the employee perform work consistently without close supervision or assistance?</p>				
<p><b>Comments:</b></p>				
<p>6) <u>Adaptability</u>          To what extent does the employee readily adapt to new situations and changes in routines, work load, and work assignments?</p>				
<p><b>Comments:</b></p>				
<p>7) <u>Initiative</u>          To what extent does the employee present new ideas, improve procedures or otherwise demonstrate an awareness of clerical or technical changes related to the job, and take appropriate action without instruction or urging?</p>				
<p><b>Comments:</b></p>				
<p>8) <u>Attendance</u>          To what extent does the employee maintain satisfactory attendance in regard to tardiness, early departures, absences, and working assigned schedule?</p>				
<p><b>Comments:</b></p>				

<p>9) <u>Relations with others</u>          To what extent does the employee establish effective working relationships when dealing with others (supervisors, co-workers, patients, the public, etc.) and promote the effectiveness of other employees?</p>				
<p><b>Comments:</b></p>				
<p>10) <u>Customer Service</u>          To what extent does the employee demonstrate excellence in customer service when dealing with students, faculty, staff, patients, and the public?</p>				
<p><b>Comments:</b></p>				
<p>11) <u>Adhere to Policies and Procedures</u>          To what extent does the employee follow MCG and department specific policies and procedures (i.e., safety, dress policy, professionalism, and administrative policies and procedures)?</p>				
<p><b>Comments:</b></p>				
<p>12) <u>Department Specific Performance Factor</u></p>				
<p><b>Comments:</b></p>				
<p style="text-align: center;"><b>Managerial/Professional Staff</b></p>				
<p>13) <u>Planning and Analytical Ability</u>          To what extent does the employee demonstrate the skills to analyze, solve problems, and prioritize?</p>				
<p><b>Comments:</b></p>				

<p>14) <u>Managerial Skills</u>          To what extent does the employee effectively work well with and through others to complete assignments in a timely and productive manner demonstrating a commitment to customer service?</p>				
<p><b>Comments:</b></p>				
<p>15) <u>Mentoring of Others</u></p>				
<p>a) To what extent does the employee guide/encourage others to become more effective in work assignments and better prepared for future professional development?</p>				
<p><b>Comments:</b></p>				
<p>b) To what extent does the employee effectively evaluate others, ensuring productive work in support of the college/school/division's strategic plan, including the development of an Employee Development Plan or Performance Improvement Plan when needed?</p>				
<p><b>Comments:</b></p>				
<p>16) <u>Communication Skills</u>          To what extent can the employee effectively express himself/herself orally and in writing including correspondence, reports, and presentations at conferences, seminars, workshops, etc., as required by the job?</p>				
<p><b>Comments:</b></p>				



B. Development and Training

Indicate recommendations for further development and training for purposes of preparing the employee for additional responsibilities or for the improvement of current job performance.

a.

b.

c.

C. Future Development Goals/Objectives

List goals/objectives/special projects to be accomplished by the next annual appraisal. Include the employee's professional development as well as departmental objectives, which have been mutually agreed upon and which support the College's/School's/Division's Strategic Plan.

a.

b.

c.

## Section IV

**Directions:** This section should be used for the supervisor to rate the overall performance, obtain requested signatures, and the employee's comments. The overall performance rating should be used in determining the employee's merit increase recommendation, if any. The employee's merit increase is contingent upon performance continuing at the same level.

If an employee's rating is below proficient, an Employee Action Plan (Section III, A.3) is required. This section can also be used to update a past action plan.

### A) Overall Performance Rating

<u>Rating</u>	<u>Explanation of Rating Levels</u>
Excels	Performance which is consistently better than that expected of a fully proficient employee.
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Unsatisfactory	Performance that does not meet minimum job requirements; immediate and substantial improvement is necessary.

\_\_\_\_\_ Excels      \_\_\_\_\_ Proficient      \_\_\_\_\_ Needs Improvement\*      \_\_\_\_\_ Unsatisfactory\*

\* Employee Action Plan (Section III, A.3) is required.

**NOTE to Manager:** If the employee you are evaluating works in the hospital, an annual screening is required pursuant to hospital policy. Please schedule this screening with Employee Health no later than date designated.

**NOTE to Employee:** If you work in the hospital, an annual screening is required and your manager will be scheduling this screening before the end of the appraisal period.

Date of Employee Annual Screening: \_\_\_\_\_ (for completion by manager)

**Signatures (Manager or Supervisor & Employee) and Employee Comments**

Evaluated by \_\_\_\_\_ Title \_\_\_\_\_  
*(Immediate Supervisor)*

Reviewed by \_\_\_\_\_ Title \_\_\_\_\_

**TO THE EMPLOYEE**  
You are requested to sign on the line provided below to indicate only that you have had an opportunity to review and discuss your performance appraisal with your supervisor.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Comments (optional):