

**Edmonds Community College  
Performance Appraisal Form  
Administrative and Professional Exempt**

Employee's Name Patty Northman Date of Appraisal April 2007  
 Title Academic Advisor Supervisor Stephanie Baron  
 Review Period From: 2003 To: 2007 Dept/Division Advising / Student Success + Retention

Below is a description of each performance level rating:

5. **OUTSTANDING:** Employee's job performance is exceptional in comparison to job requirements. Job performance *consistently exceeds* expectations for tasks, and employee has made significant contributions to the goals and objectives of the unit.
4. **HIGHLY EFFECTIVE:** Employee's job performance *consistently meets* and *frequently exceeds* job requirements. Employee is recognized as being a definite asset in accomplishing the goals and objectives of the unit.
3. **EFFECTIVE:** Employee *meets* all job requirements in a competent manner. This is the expected level of performance for employees.
2. **NEEDS IMPROVEMENT:** Employee *meets* some job requirements and *minimally meets* others.
1. **UNSATISFACTORY:** Employee *does not meet* job requirements for position. Immediate and significant improvement is required.

**PLEASE NOTE:** A rating of *Needs Improvement* and/or *Unsatisfactory* should include some written explanation. Please put written comments on a separate sheet and attach. Should you have any questions on completion of an appraisal, please contact Human Resources at ext. 1340.

**SECTION I:**

*Unsatisfactory* —————> *Outstanding*

| A. JOB KNOWLEDGE  | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1. Has thorough knowledge of job and how it relates to overall mission of the college.    |   |   |   |   | X |
| 2. Understands and carries out pertinent policies, procedures, and standards of practice. |   |   |   | X |   |
| 3. Is recognized by others as highly knowledgeable in job area.                           |   |   |   |   | X |
| 4. Looks for ways to expand knowledge and skills.   |   |   |   |   | X |

| B. JOB RESPONSIVENESS   | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1. Takes a broad view of job and seeks to understand all implications of job responsibilities.                |   |   |   |   | X |
| 2. Demonstrates awareness and accountability for all aspects of position and full responsibility for results. |   |   |   |   | X |
| 3. Sees tasks to completion, even under difficult circumstances.  |   |   |   |   | X |
| 4. Readily accepts change.  |   |   |   |   | X |
| 5. Reaches out for additional responsibility.   |   |   |   | X |   |

| C. PLANNING AND ORGANIZING  | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1. Plans, organizes and coordinates complex and sensitive tasks.                              |   |   |   | X |   |
| 2. Uses an appropriate method of outlining tasks and developing plans for their completion.   |   |   |   | X |   |
| 3. Establishes priorities and work plans that are easily understood, measured and controlled. |   |   |   | X |   |
| 4. Anticipates potential problems and changes in conditions and adjusts accordingly.          |   |   |   |   | X |
| 5. Effectively plans use of time to accomplish an activity and meets commitments on schedule. |   |   |   |   | X |
| 6. Is innovative -- finds new methods and resources to accomplish tasks.                      |   |   |   |   | X |

| D. INTERPERSONAL SKILLS   | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1. Is tactful when dealing with others regardless of level or status. |   |   |   |   | X |
| 2. Is approachable and receptive to others.                           |   |   |   |   | X |
| 3. Is sought out for advice and understanding.                        |   |   |   |   | X |
| 4. Works well with others.  |   |   |   |   | X |

| E. COMMUNICATION SKILLS                                       | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1. Is thorough, organized, and concise in communications.     |   |   |   |   | X |
| 2. Communicates easily with people from diverse backgrounds.  |   |   |   |   | X |
| 3. Listens intently and quickly comprehends complex subjects. |   |   |   |   | X |
| 4. Asks insightful questions.                                 |   |   |   | X |   |
| 5. Shares knowledge with others.                              |   |   |   |   | X |

| F. LEADERSHIP/STAFF MANAGEMENT  | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1. Sets a positive example and establishes a climate conducive to productivity, creativity, and excellence. |   |   |   |   | X |
| 2. Is self-motivated and enthusiastic.  |   |   |   |   | X |
| 3. Inspires and directs staff to achieve department and college goals. N/A                                  |   |   |   |   |   |
| 4. Exhibits tenacity, willingness to take risks and make decisions.   |   |   |   | X |   |
| 5. Has the ability to conceptualize/use vision.   |   |   |   | X |   |
| 6. Maintains balance of talents and capabilities of staff to achieve goals. N/A                             |   |   |   |   |   |
| 7. Delegates appropriately. N/A   |   |   |   |   |   |
| 8. Provides the opportunity and encourages training and staff development. N/A                              |   |   |   |   |   |

| G. PROBLEM SOLVING/DECISION MAKING   | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| 1. Thoroughly defines problems.  |   |   |   | X |   |
| 2. Uses practical judgment and applies a systematic approach.  |   |   |   | X |   |
| 3. Is able to find creative and efficient ways to solve difficult and complex problems in a logical and timely manner. |   |   |   | X |   |
| 4. Determines causes, identifies alternatives, and develops appropriate solutions.                                     |   |   |   | X |   |
| 5. Makes decisions that meet department's needs.   |   |   |   | X |   |

| H. INSTITUTE EEO/AA GOALS   | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|
| 1. Demonstrates commitment to the college's EEO/AA goals and objectives through taking actions to recruit women, minorities and other protected groups for all available positions. N/A |   |   |   |   |   |

| I. SPECIFIC PROGRAM AREA:                            | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|
| 1. Maintains databases for tracking advising events. |   |   |   |   | X |
| 2.   |   |   |   |   |   |
| 3.   |   |   |   |   |   |
| 4.   |   |   |   |   |   |
| 5.   |   |   |   |   |   |

**SECTION II:**

On a separate page, list significant outcomes or achievement of goals directly resulting from the employee's job performance during the rating period. Address major responsibilities and projects. If the employee was part of a team effort, describe. (Evaluate the manner in which the outcomes were achieved.)

|              |               |           |      |
|--------------|---------------|-----------|------|
| Rater's Name | Rater's Title | Signature | Date |
|--------------|---------------|-----------|------|

Employee's Comments:

|  |   |
|--|---|
| Employee's Signature<br><i>[Handwritten Signature]</i> | My signature attests only that I have received a copy of this evaluation. |
|--|---|

Reviewer's Comments:

|  |                 |
|--|-----------------|
| Reviewer's Signature<br><i>Stephanie Baron</i> | Date<br>4/24/07 |
|--|-----------------|