

**DEPARTMENT OF
PHYSICAL EDUCATION & ATHLETICS**

**ANNUAL
PERFORMANCE APPRAISAL FORM**

EMPLOYEE NAME: _____

TITLE: _____

YEARS OR MONTHS AT PRESENT POSITION: _____

YEARS OR MONTHS AT WESLEYAN: _____

STATUS: FT _____ PT _____

EVALUATION FOR YEAR: _____

TODAY'S DATE: _____

**Physical Education & Athletics
Performance Appraisal Form
6/21/05**

PART I

PERFORMANCE APPRAISAL - Please rate by circling the appropriate number according to the key noted below and add comments as appropriate:

Key:

1 = excellent 2 = satisfactory 3 = development needed

1. Achieved and maintained a positive working relationship with department colleagues and other Wesleyan constituents. Worked effectively with the faculty team mentor.

Rating: 1 2 3

Comments: _____

2. Has maintained a coaching philosophy that is consistent with department's mission and university philosophy as well as promoted department objectives that include the mentoring of students and the integration of athletics and academics. Implemented department values.

Rating: 1 2 3

Comments: _____

3. Operated within the framework of NCAA and NESCAC regulations.

Rating: 1 2 3

Comments: _____

4. Effectively worked to recruit prospective student-athletes.

Rating: 1 2 3

Comments: _____

5. Maintained a positive outlook of the success of the team and has a positive relationship with the student-athletes. Provided the students with an experience that will enhance personal growth both as an athlete and a student.

Rating: 1 2 3

Comments: _____

6. Maintained regular office hours, attended scheduled meetings and is available to prospective students.

Rating: 1 2 3

Comments: _____

7. Worked effectively with the SID as well as looked for other opportunities to promote the team(s) and achievements of individual students.

Rating: 1 2 3

Comments: _____

8. Is well-organized. Completes assigned tasks on time.

Rating: 1 2 3

Comments: _____

9. Strived to improve knowledge of the sport and coaching techniques. Attended coaching clinics and association meetings. Seeks out advise from colleagues.

Rating: 1 2 3

Comments: _____

Part I (cont'd)

10. Performed well in the teaching of physical education classes. Met with class(es) on time and was well prepared.

Rating: 1 2 3

Comments: _____

11. Performed well in executing assigned administrative duties.

Rating: 1 2 3

Comments: _____

12. Performed well in coaching duties. Practices were well prepared and on time.

Rating: 1 2 3

Comments: _____

13. Communicated and worked well with support staff.

Rating: 1 2 3

Comments: _____

14. Has shown an ability and willingness to solve problems in a variety of situations.

Rating: 1 2 3

Comments: _____

My signature below acknowledges that I have reviewed and discussed the contents of this assessment with my supervisor, but does not necessarily indicate agreement.

Employee: _____ Date: _____

My signature below confirms that we have discussed this assessment and that I have reviewed and considered the employee's comments.

Athletic Director: _____ Date: _____