

### Employee Information

Name	Department
Job Title	Evaluation Period
Time In Current Position/Transfer Date	Supervisor

### Instructions

This form must be completed on all full-time employees hired by October 1 in the preceding year.

Employees are rated in three major performance categories: performance factors, behavioral traits, and supervisory factors. Please adhere to the following guidelines:

1. Provide this form to your employees and ask for a completed self-evaluation to be turned in prior to your evaluation meeting.
2. Complete the performance factors and behavioral traits section for all employees.
3. Under Supervisory Factors, select N/A if the evaluated employee does not serve in a supervisory capacity.
4. Provide comments for any of the following ratings:
  - a. (1) Unacceptable
  - b. (2) Needs Improvement
5. Return the original form to the Human Resource office and distribute a copy of the form to the employee. **Evaluations are due to HR by May 1.**

The following rating scale guide will assist the evaluator in assigning the most appropriate measurement of the employees performance.

- |                               |  |
|-------------------------------|--|
| <b>1 Unacceptable</b>         | Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.                  |
| <b>2 Needs Improvement</b>    | Occasionally fails to meet job requirements; performance must improve to meet expectations of position.  |
| <b>3 Meets Expectations</b>   | Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.   |
| <b>4 Exceeds Expectations</b> | Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well. |
| <b>5 Superior</b>             | Consistently exceeds job requirements; this is the highest level of performance that can be attained.  |
| <b>Developing</b>             | Employee has not been in the evaluated job capacity for a sufficient amount of time to be fully evaluated.   |

### Part I: Performance Factors

#### Marking Instructions

Please check the box that indicates the appropriate level of performance for each factor.

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
<b>A. Knowledge, Skills, and Abilities</b> Does the employee exhibit the required level of job knowledge and/or skills and use established techniques, materials, and equipment needed to perform this job? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>B. Quality of Work</b> Does the employee complete assigned tasks accurately and adhere to the standards and safety guidelines of the College? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Management of Work</b> Does the employee demonstrate the ability to manage several responsibilities simultaneously, perform work in a productive and timely manner, and meet work schedules? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Part I: Performance Factors (continued)

	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Superior	Developing
	1	2	3	4	5	
<b>D. Work Habits</b> Does the employee display a positive, cooperative attitude toward work assignments and requirements? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>E. Communication</b> Does this employee express ideas clearly—both oral and written—listen well, and respond appropriately? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Part II: Behavioral Traits

#### Marking Instructions

Please check the box that indicates the appropriate level of performance for each factor.

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
<b>A. Dependability</b> Does the employee respond appropriately to instructions and procedures and adhere to timeframes? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>B. Cooperation</b> Does the employee work with co-workers and supervisors as a contributing team member and demonstrate consideration of others with a willingness to help as needed? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Initiative</b> Does the employee seek and assume greater responsibility, monitor projects independently, and complete tasks appropriately? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Adaptability</b> Does the employee adjust to any change in duties, procedures, supervisors, or work environment appropriately? How well does the employee accept new ideas and approaches to work and respond to constructive criticism and suggestions for improvement? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Part II: Behavioral Traits (continued)

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
<b>E. Judgment</b> Does the employee effectively analyze problems, determine appropriate actions for solutions, and exhibit timely and decisive action? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>F. Attendance</b> Does the employee exhibit proper attendance? <b>Comments:</b>				Acceptable <input type="radio"/>	Unacceptable <input type="radio"/>	
<b>G. Punctuality</b> Does the employee arrive to work and depart in accordance with schedule? <b>Comments:</b>				Acceptable <input type="radio"/>	Unacceptable <input type="radio"/>	

### Part III: Supervisory Factors

N/A (Please check the N/A box if this position does not have supervisory responsibilities)

#### Marking Instructions

Please check the box that indicates the appropriate level of performance for each factor.

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
<b>A. Leadership</b> Does the employee demonstrate effective supervisory abilities, gain respect and cooperation, inspire and motivate subordinates, and direct the team toward common goals? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>B. Delegation</b> Does the employee properly demonstrate a willingness to delegate defined assignments to subordinates? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Planning and Organizing</b> Does the employee organize work, establish appropriate priorities, anticipate future needs, and carry out assignments effectively? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Administration</b> Does the employee perform day-to-day administrative tasks, including administering policies and implementing procedures, in accordance with College policies? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Part III: Supervisory Factors (continued)

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
<b>E. Personal Management</b> Does the employee serve as a role model by providing guidance and opportunities to their staff for development and advancement and resolving work-related employee problems? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>F. Communication</b> Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions? <b>Comments:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Part IV: Overall Performance

#### Marking Instructions

Rank and comment on overall performance of the employee. *This is not an average of previous scores; it should reflect the performance factors, behavioral traits, and, if applicable, the supervisory factors.*

	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Superior	Developing
	1	2	3	4	5	
A. Overall Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Part V: General Comments

### Professional Development

- The employee has completed \_\_\_\_\_ number of professional development hours since July 1 of the current fiscal year.
- The employee needs to complete \_\_\_\_\_ number of professional development hours before July 1 of the upcoming fiscal year.

*\*Administrators are required to complete 20 hours per fiscal year; staff are required to complete 10 hours per fiscal year.*

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### To the Employee

I have been advised of my performance ratings and discussed the contents of this review with my supervisor. My signature does not necessarily mean that I agree with my supervisor's evaluation.

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

\_\_\_\_\_  
Date