

others.						
c. Does not show bias or favoritism toward any group or individuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other duties (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Totals:						

II. SUPERVISOR COMMENTS AND JUSTIFICATION FOR RATINGS (**Please note: For ratings of Usually Exceeds or Consistently Exceeds Expectations will require the supervisor to justify that rating by providing clear examples to support the rating**)

III. EMPLOYEE COMMENTS:

IV. GOALS FOR IMPROVEMENT AND/OR PROFESSIONAL DEVELOPMENT AND TRAINING:

V. RATING DEFINITIONS:

1. N/A – Not applicable

- a. Does not apply or no opportunity to observe behavior this rating period.

2. Not Meeting Expectations

- a. Work is unacceptable – employee is not meeting expected standards or goals set for this position.
- b. The employee does not demonstrate knowledge or ability to perform the majority of assigned duties.
- c. The employee requires excessive supervision, direction and follow-up.
- d. The employee must show significant improvement toward satisfactory achievement of performance standards in order to continue improvement.

3. Needs Improvement

- a. The employee is not satisfactorily completing the assigned duties and needs to demonstrate improvement toward meeting performance standards.
- b. Work results are fairly acceptable but inconsistent in meeting expectations.
- c. Employee is minimally meeting job expectations.
- d. Continued improvement in performance is required.
- e. The employee requires close supervision.

4. Meets Expectations

- a. The employee meets job performance standards in all or most major areas.
- b. The employee is reliable in attaining expected results, and is timely and efficient.
- c. Performance is what can be expected of a fully qualified and experienced person in this position.
- d. Errors in judgment are rare and seldom repeated
- e. Initiative and outputs are generally adequate and the employee is capable and knowledgeable in most aspects of his or her work.
- f. The employee requires a reasonable amount of supervision.

5. Usually Exceed Expectations

- a. The employee clearly and consistently surpasses performance expectations and goals and demonstrates unique understanding of work well beyond job requirements.
- b. Work consistently meets major requirements and is above expected level.
- c. Work is done independently and completed on schedule with a high degree of accuracy and independence.
- d. Performance is characterized by high achievement; the employee shows initiative.
- e. The employee requires minimal supervision or follow-up.

6. Consistently Exceeds Expectations

- a. The employee considerably and consistently surpasses performance expectations and goals, and achieves beyond regular assignment in all areas throughout the performance cycle.
- b. Performance is well above expectations in terms of completeness, timeliness and independence; and employee demonstrates mastery of the skills and tasks involved.
- c. The employee regularly makes significant contributions to the department's and/or College's success well beyond work assignments through unique and exceptional application of knowledge. Other College employees commonly seek out the employee assistance. The employee is a model of excellence, with a strong potential for advancement.
- d. The employee performs independently in planning, anticipating problems, and taking appropriate action.
- e. The employee requires very minimal supervision or follow-up.
- f. Work is performed at a level characterized by unusual accomplishments.
- g. Employee exhibits exemplary performance in innovation, adapting to change, making improvements, leadership, etc.

VII. Performance Assessment Review

My supervisor has discussed this evaluation with me. I have written my comments concerning this evaluation in the space below.

Comments of Employee:

SIGNATURES: Your signature indicates acknowledgement that this performance review has been discussed with you. The employee's signature does not necessarily indicate agreement with the content of this evaluation but does at least acknowledge that the supervisor has reviewed the evaluation with the employee. An employee's decision not to sign this form should be noted on the Employee's Signature line, preferably with a witness present. The witness should initial the notation of refusal to sign as well.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Reviewer's Signature: _____ Date: _____

Witness Signature: _____ Date: _____

- I agree with this evaluation
- I disagree with this evaluation (Please explain why you disagree)
- Employee Refused to Sign

(Return Original Copy to Human Resources)