STEPHENS COLLEGE Non-Exempt Employee Performance Planning and Evaluation Form

	From June 1	to May 31	
Employee:		Dept	
	Supervisor:		

See rating definitions below:

I.	COMPETENCIES:	N/A	Not Meeting Expectations	Needs Improvement	Meets Expectations	Usually Exceeds Expectations	Consistently Exceeds Expectations
1.	ACCOUNTABILITY AND DEPENDABILITY: Takes personal responsibility for the quality and timeliness of work, meets expectations responds appropriately to supervision and achieve results with minimal oversight.					Expectations	Expectations
	 Adheres to all policies, procedures and work rules. 						
	b. Accepts direction courteously.						
	 Meets productivity standards and deadlines while maintaining quality of work. 						
	 d. Acknowledges and corrects mistakes without making excuses or blaming others. 						
	 e. Carries out assignments properly and efficiently; always prioritizes work - needs little supervision. 						
	f. Comes to work as scheduled.						
	g. Other duties (please describe)						
	Totals:						
		N/A	Not Meeting Expectations	Needs Improvement	Meets Expectations	Usually Exceeds Expectations	Consistently Exceeds Expectations
2.	KNOWEDGE OF WORK: Understands job functions.						
	Has thorough knowledge of job functions.						
	 Completes work according to procedures; directions with minimal supervision. 						
	Uses good judgment and chooses the correct procedure in handling non-routine situations and exceptions.						
	 d. Knows when to ask questions or get approval before proceeding with a task. 						
	e. Other duties (please describe)						
	Totals:					Usually	Consistently
		N/A	Not Meeting Expectations	Needs Improvement	Meets Expectations	Exceeds Expectations	Exceeds Expectations
3.	SAFETY: Adheres to all workplace safety rules.						
	 Keeps work area, equipment and tools clean and in order. 						
	 b. Exercises caution and care towards safety of others, equipment and material used. 						

	c. Reports potential hazardous conditions to supervisor immediately.						
	d. Other duties (please describe)						
	Totals:						
		N/A	Not Meeting Expectations	Needs Improvement	Meets Expectations	Usually Exceeds Expectations	Consistently Exceeds Expectations
4.	CREATIVE AND INNOVATIVE THINKING: Develop fresh ideas that provide solutions to all types of workplace challenges.					Expediations	Expediations
	a. Identifies and anticipates challenges willingly.						
	b. Remains flexible in unpredictable or adverse situations.						
	c. Other duties (please describe)						
	Totals:						
		N/A	Not Meeting Expectations	Needs Improvement	Meets Expectations	Usually Exceeds Expectations	Consistently Exceeds Expectations
5.	customer focus: Builds and maintains customer satisfaction with the services offered by the department.						
	 Maintains an open, approachable manner and treats others fairly and respectfully. 						
	 Seeks to resolve confrontations and disagreements constructively. 						
	 Helps customers by seeking feedback and ensures needs have been met. 						
	d. Other duties (please describe)						
	Totals:						
		N/A	Not Meeting Expectations	Needs Improvement	Meets Expectations	Usually Exceeds Expectations	Consistently Exceeds Expectations
6.	ETHICS AND INTEGRITY: Earn others' trust and respect.					•	
	a. Tells the truth and is honest.						
	b. Avoids situations and actions considered inappropriate or						
	which present a conflict of						
	which present a conflict of interest. c. Is committed to department						
	which present a conflict of interest.						_
	which present a conflict of interest. c. Is committed to department and institutional goals. d. Displays a strong work ethic – can be counted on to get job done correctly. e. Maintains a professional attitude when receiving work assignments or given constructive feedback.						
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	which present a conflict of interest. c. Is committed to department and institutional goals. d. Displays a strong work ethic – can be counted on to get job done correctly. e. Maintains a professional attitude when receiving work assignments or given constructive feedback.					Usually Exceeds	Consistently Exceeds
7.	which present a conflict of interest. c. Is committed to department and institutional goals. d. Displays a strong work ethic – can be counted on to get job done correctly. e. Maintains a professional attitude when receiving work assignments or given constructive feedback. f. Other duties (please describe) Totals: VALUING DIVERSITY: Helps create a work environment that embraces and appreciates diversity.		D D D D D D D D D D D D D D D D D D D	□ □ □ Needs		Usually	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
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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:

Totals:

others.

Does not show bias or favoritism toward any group or individuals.

d. Other duties (please describe)

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
- 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.
- 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 employee's signature does not necessarily indicate agreement with the content of this evacknowledge that the supervisor has reviewed the evaluation with the employee. An emshould be noted on the Employee's Signature line, preferably with a witness present. The refusal to sign as well.	valuation but does at least ployee's decision not to sign this form
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	