

# Bowdoin College

## PERFORMANCE EVALUATION FOR YEAR: 2002-2003

Employee Name **Emma Ploiye**

Position **Production Assistant**

Department **Dining Service**

Supervisor **Cullen Ari Bear**

### 1. CONVERSATIONAL TOPICS

Choose 3 topics from those listed below. Prior to discussion, the employee and the supervisor should agree upon the three topics to be discussed and note discussion highlights within the box.

■ What two or three things do you like best about working in this department? What two or three things do you like best about working at Bowdoin?

Things I like about the department: the people I work with, interaction with students, the team spirit in my area, my opinions are valued, I like helping at special events.

Things I really like about working at the College include: using the athletic facilities, especially the pool; working close to home; the atmosphere is not too rushed; the benefits are good, especially the retirement contribution. I think the amount of vacation is ok.

■ What two or three things do you like least about working in this department? What two or three things do you like least about working at Bowdoin? How would you suggest they be changed? What might prevent you from being as successful or to be as satisfied as you might be?

I do not like the way that the schedules are determined in my area. -- maybe we can work out a better way to do the scheduling; I wish I could go to more training about culinary arts and food preparation – could you let me know if there are any classes at the local technical colleges? I would like to be a cook someday. I am not sure there is room for me to grow into that position. I like most things about Bowdoin except the cost of benefits and everybody is in the same boat there.

ä Are there things we need to improve in our relationship? Are there ways we could work together more effectively (for example, better communication, advance scheduling, etc.)? Are there specific things we can do in relation to any specific goals or projects you are undertaking?

This is probably one of the most difficult yet most valuable questions on the form because it asks how both the supervisor and the employee can help one another succeed in their working relationship. It demands honesty so that both understand the expectations of the other. It provides an opportunity to coach rather than criticize and offer constructive feedback in a caring way. Supervisors and employees who elect to discuss this topic will tend to develop improved communication skills throughout the year and mutually work toward achievement of common goals.

■ In general, how could we improve Bowdoin College?

I think that Bowdoin could be improved with a central parking garage. Maybe it could be dual purpose with classrooms on the top floor. I wish I had more opportunities to relate to the students outside of the dining halls.

ä Additional question:

Supervisor and employee may agree to answer a question relating to a specific departmental project during the year. Or a department may propose a conversational topic specific to the department (for example, “List at least one way we could improve the way we schedule staff during peak service periods?”)

2. ACCOMPLISHMENTS AND CHALLENGES	
Must be completed jointly.	
1. What are the 3-4 most important skills essential to your position?	
<p>Be able to follow directions for preparing the food items.            Keep my work area clean and sanitary and help recycle.            Be at work on time to do my job.</p>	
2. Your job description is attached. Please note any suggested changes or corrections.	
<p>I agree with all of the skills listed on the attached job description. My job description did not change from when I was hired two years ago.</p>	
3. What do you feel are your greatest accomplishments or successes of the past year?	
<p>I was healthier this year and missed less time away from work. I learned a lot more about both salad and sandwich prep. I served on the campus safety committee.</p>	
4. What, if anything, do you wish you had been able to accomplish? What were the blocks that prevented it/them from happening?	
<p>I would like to learn the skills to become a cook. I wish I could attend some classes at the technical colleges or local voc centers to improve my skill level. I think it would be fun to learn the cash register/checker job, too.</p>	
5. What are the most important goals or projects that you foresee in the upcoming year? How will we know if you have been successful? What do you need to successfully complete these goals?	
<p>Learn new skills. Work more efficiently. Stay healthy and build up my sick time bank. I need feedback to see if I am working more efficiently. I may need time to take a course if one is offered that I am interested in.</p>	
6. What are the major challenges in your work?	
<p>I do not think I have any major challenges in my work. I would like to have more advance knowledge of scheduling changes.</p>	

3. PERFORMANCE INDICATORS					
<b>QUANTITY/QUALITY OF WORK</b>	Regularly Meets <b>X</b>	Often Exceeds ___	Regularly Exceeds ___	Needs Improvement ___	
Based on 3-4 essential skills or attributes discussed in ACCOMPLISHMENTS AND CHALLENGES from question 1 such as accuracy, thoroughness, timeliness, effectiveness in producing desired results, organization, and knowledge. Decreased absenteeism, always cleans work area before leaving for the day, works at even pace with rest of work group					
<b>DEPENDABILITY/INTEGRITY</b>	Regularly Meets <b>X</b>	Often Exceeds ___	Regularly Exceeds ___	Needs Improvement ___	
Consider values such as truthfulness, respect for others, attendance and reliability, confidentiality, capacity for unsupervised work, judgment. Attendance has improved over last 8 months, is a dependable member of the team, always reports back from Safety Committee meetings					
<b>COMMUNICATIONS/TEAMWORK</b>	Regularly Meets ___	Often Exceeds <b>X</b>	Regularly Exceeds ___	Needs Improvement ___	
Consider ability to work with others, oral or written expression, ability and willingness to share knowledge or mentor or instruct, and effectiveness providing customer service. Always works with a smile, likes work group and functions well as member of team, offers to help others if time permits					
<b>INITIATIVE/MOTIVATION</b>	Regularly Meets <b>X</b>	Often Exceeds ___	Regularly Exceeds ___	Needs Improvement ___	
Consider the willingness or ability to seek responsibility, contribute new ideas, anticipate problems and suggest solutions, work independently. Attended 2 mandatory departmental trainings, is willing to take outside classes, sometimes not as motivated on weekend shifts					
<b>SUPERVISORY SKILLS (if applicable)</b>	Regularly Meets ___	Often Exceeds ___	Regularly Exceeds ___	Not Applicable <b>X</b>	Needs Improvement ___
Consider leadership, coaching skills, conflict resolution, goal setting, fiscal responsibility, meeting management, and upholding college policies and procedures. Not applicable					
<b>GOAL ATTAINMENT (if applicable)</b>	Regularly Meets <b>X</b>	Often Exceeds ___	Regularly Exceeds ___	Not Applicable ___	Needs Improvement ___
Consider goal setting skills, planning and prioritization, organization skills, time management, and department priorities and initiatives. Met her goal of decreasing absenteeism and hopefully will continue this as a goal going forward. Continue on campus safety committee is schedule permits					
<b>OTHER:</b>	Regularly Meets ___	Often Exceeds ___	Regularly Exceeds ___	Needs Improvement ___	

4. DOES OVERALL PERFORMANCE MEET EXPECTATIONS?		
XX YES	<input type="checkbox"/> NO	If NO, please attach Performance Improvement Plan and time schedule for review and follow up.

**5. SUMMARY**

SUPERVISOR COMMENTS:

It's a pleasure to have you on my team. I will work together with you to improve scheduling problems and I will be on the look out for professional development opportunities for you – offered both here at Bowdoin and in the area tech college arena. Keep up the good work!

EMPLOYEE COMMENTS:

This Performance Evaluation Form will be revised each year based on feedback. Can you suggest a question or two we could include on this form next year? What else could be changed to make your evaluation more useful?

I wish I had had more time to discuss things with my supervisor. I felt everything was a little rushed this year. No other comments.

I have read this evaluation and have discussed it with my supervisor. If I disagree with this evaluation, I will so note it in the "Comments" section below. My comments and signature follow:

<b>SIGNATURE OF EMPLOYEE</b>	Emma Ploiye	<b>DATE</b>	April 1, 2003
<b>SIGNATURE OF SUPERVISOR</b>	Cullen Ari Bear	<b>DATE</b>	April 1, 2003
<b>REVIEW BY DEPARTMENT HEAD</b>	_____	<b>DATE</b>	_____
<b>REVIEW BY SENIOR OFFICER</b>	_____	<b>DATE</b>	_____