

APPENDIX E
SYSTEM-WIDE PROFESSIONAL EVALUATION FORM
PERFORMANCE REVIEW
NON-UNIT PROFESSIONAL

NAME: <input style="width: 350px; height: 20px;" type="text"/>	DEPT: <input style="width: 350px; height: 20px;" type="text"/>
TITLE: <input style="width: 350px; height: 20px;" type="text"/>	
DATE OF HIRE: <input style="width: 250px; height: 20px;" type="text"/>	DATE STARTED IN POSITION: <input style="width: 150px; height: 20px;" type="text"/>
EVALUATION PERIOD: <input style="width: 200px; height: 20px;" type="text"/>	

PERFORMANCE REVIEW

- Attach the employee's current job description.
- Provide the evaluation form to the employee and have him/her complete each section by indicating the appropriate numerical value and providing any comments.
- The supervisor will next rate the employee's level of performance using the definitions below.
- The supervisor will review with the employee each performance factor used to evaluate his/her performance.
- Comments should be added in each comment section.
- Give an overall rating in the space provided using the definitions below as a guide.
- Forward the evaluation instrument to the appropriate Vice President for signature.
- Submit the Performance Review to Human Resources for approval signature from President Glenn. Include the current (newly revised, if necessary) Job Description.
- Provide a copy of the final evaluation and new job description to the employee.

PERFORMANCE RATING DEFINITIONS

BELOW EXPECTATIONS (1): Marginal/Unacceptable Performance. Requires weekly review and a Performance Improvement Plan (PIP). Significant improvement is required.

PARTIALLY MEETS EXPECTATIONS (2): Requires some development and should be connected to a Professional Improvement Plan (PIP).

FULLY MEETS EXPECTATIONS (3): Completes duties of each and every specified job function in an appropriate and satisfactory manner.

EXCEEDS EXPECTATIONS (4): Consistently exceeds job requirements with outstanding overall performance.

Section 1 (Job Responsibilities)

JOB KNOWLEDGE: (Rank from 1 lowest to 4 highest)

Demonstrates knowledge, skills, and abilities to perform the core competencies of the position (refer to Job Description.)

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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PROFICIENCY IN WORK: (Rank from 1 lowest to 4 highest)

Demonstrates their knowledge and skills in the execution of duties.

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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RESPONSIVENESS/ACCOUNTABILITY: (Rank from 1 lowest to 4 highest)

Results oriented and assumes responsibility and accountability for work/own actions and that of subordinates:

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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SECTION II (Leadership and Management Skills)

INOVATION: (Rank from 1 lowest to 4 highest)

Originates and develops innovative approaches for improving services and processes..

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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DECISION MAKING: (Rank from 1 lowest to 4 highest)

Uses critical thinking skills when exercising professional judgment to make sound and timely decisions.

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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COMMUNICATION: (Rank from 1 lowest to 4 highest)

Ability to communicate complex information clearly and concisely in written and verbal form. Maintains constructive professional relationships.

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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TEAMWORK: (Rank from 1 lowest to 4 highest)

Willingness to work harmoniously with others in getting a job done. Respects the rights of other employees and exhibits a cooperative attitude.

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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SUPERVISORY SKILLS: (Rank from 1 lowest to 4 highest)

Counsels, develops, and evaluates subordinates effectively. Promotes and encourages staff development through training opportunities, adequate supervision, and evaluation.

Employee Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

Supervisor Assessment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ N/A

COMMENTS:

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**SECTION III (COMMITMENT TO COLLEGE AND COMMUNITY)
DIVERSITY/COMMITTEE WORK/OUTREACH TO COMMUNITY/MISSION AND STRATEGIC PLAN**

INTEGRITY: (Rank from 1 lowest to 4 highest)
Conducts self in a professional, ethical manner and sets an example for peers, subordinates and superiors.

Employee Assessment: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> N/A
Supervisor Assessment: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> N/A

COMMENTS:

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COLLEGE MISSION AND STRATEGIC PLAN: (Rank from 1 lowest to 4 highest)
Understands the mission and strategic plan of the college and his/her role in accomplishing it.

Employee Assessment: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> N/A
Supervisor Assessment: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> N/A

COMMENTS

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SERVES COLLEGE COMMUNITY/COMMITMENT TO COLLEGE COMMUNITY: (Rank from 1 lowest to 4 highest)
Participates in college wide committees and/or community events.

Employee Assessment: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> N/A
Supervisor Assessment: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> N/A

COMMENTS:

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EMPLOYEE COMMENTS: (If additional space is needed, please attach sheet)

Noteworthy strong areas of present performance:

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Areas requiring improvement in job performance:

SUPERVISOR COMMENTS: (If additional space is needed, please attach sheet)

Noteworthy strong areas of present performance:

Areas requiring improvement in job performance:

EMPLOYEE GOALS: (If additional space is needed, please attach sheet)

To what extent have previous goals been accomplished?

OVERALL PERFORMANCE RATING:

Cumulative:

Divided by 11 or number of performance rating:

Check one category below:

☐ **1: Below Expectation** ☐ **2: Partially Meets Expectations** ☐ **3: Fully Meets Expectations:** ☐ **4: Exceeds Expectations**

*Manager must submit to the Department Head and Human Resources, prior to the performance discussion with the employee, a detailed plan to address “below expectation” performers.

SECTION IV ADDITIONAL INFORMATION

Additional information may be inserted at the discretion of the local campus president

SIGNATURES: Signatures acknowledge that this form was discussed and reviewed.

Employee:

Date:

Supervisor:

Date:

Vice President:

Date:

President:

Date:

PERFORMANCE IMPROVEMENT PLAN

The Performance Improvement Plan (PIP) is designed to facilitate constructive discussion between a staff member and his or her supervisor and to clarify the work performance to be improved. A plan is developed by the supervisor, with input from the employee, in order to assist the employee in improving his or her performance in specific areas or overall. Although a PIP is designed to be used when an employee receives a “Below Expectations” or “Partially Meets Expectations” on the Overall Performance Rating, a supervisor may elect to use a PIP in other circumstances where an employee’s performance could benefit from an improvement plan.

The PIP shall be in writing, maintained in the employee’s personnel file and shall include specific and reasonable performance goals and expectations with a timetable for implementation and achievement.

In all cases, it is recommended that the supervisor’s supervisor and the Human Resources department review the plan. This will ensure consistent and fair treatment of employees across the college. The supervisor will monitor and provide feedback to the employee regarding his or her performance on the PIP. The employee may be subject to discipline, up to and including termination, if he/she fails to demonstrate improvement in accordance with the PIP.

To develop the Performance Improvement Plan, the supervisor and the employee will:

- 1) Identify the **“Employee’s Key Responsibilities.”** These key responsibilities are identified via careful review of the job description and/or job to be accomplished. The professional must competently perform these responsibilities in order to be successful in the position.
- 2) Outline the **“Performance Improvement Plan.”** The plan will address the supervisor’s performance improvement expectations of the employee. If applicable, the PIP shall specify any additional training and/or support that will be provided to the employee during the PIP period.
- 3) Describe **“Success Criteria.”** Success criteria describes how successful performance will be measured, or how the supervisor will evaluate successful work completion.
- 4) Create a **“Timeframe.”** The timeframe indicates the supervisor’s expectations for when the employee shall competently perform certain key responsibilities of his/her job.