

BATES TECHNICAL COLLEGE
Exempt Employee Evaluation

Form 1

To be completed by Evaluator

Name of Employee _____

Date _____

Department _____

Years in Position _____

Years at College _____

The following steps have been adhered to in this evaluation.

_____ 1. Pre-conference (planning). Explanation of process and performance elements for each category to be evaluated. Provide a copy of "Performance Elements" attachment and "Employee Development and Performance Plan" to employee.

(Date)

_____ 2. Post-observation conference/analysis. Both parties understand and have discussed the performance elements (attached) for each category.

(Date)

_____ 3. Employee Development & Performance Plan has been discussed and agreed upon.

(Date)

☐ **Explanation of any unsatisfactory rating attached.**

Evaluator's Comments: *(This section addresses areas of outstanding performance and/or suggestions for improvement).*

Employee's Comments:

Employee's Signature

Date

Evaluator's Signature

Date

Please return to the Human Resources office no later than June 1.

I have reviewed all evaluation forms and, in my judgment, the process has been properly followed.

Vice President of Human Resources' Signature

Date

Note: *Once the performance evaluation is completed and signed by all parties, it is the Evaluator's responsibility to provide a copy to the employee and to ensure that the original is placed in the employee's personnel file.*

BATES TECHNICAL COLLEGE

Exempt Employee Evaluation

Form 2

To be completed by Evaluator

Name of Employee _____ Department _____

EMPLOYEE PERFORMANCE ELEMENTS

The evaluator should meet with the employee to discuss the evaluation process. A copy of the "Performance Elements" and the "Development and Performance Plan" forms shall be provided to employee. The employee will list goals for the future and discuss them with the evaluator at the post conference meeting.

The evaluator will complete the evaluation form and provide comments when appropriate. The evaluation results will be discussed with the employee at the post conference meeting. The "Development and Performance Plan" from the past year shall also be discussed and analyzed at the post conference meeting.

The evaluator shall indicate the priority of each performance element as it pertains to the employee's job assignments. The evaluator may indicate more than one performance element as having the same priority (ie: three different elements can be marked as a #1 priority, two as a #2 priority, etc).

Key: 1 = Unsatisfactory; 2 = Needs improvement; 3 = Satisfactory;
4 = Exceeds requirements; 5 = Excellent; N/A = Not applicable.

Priority

| | | | 1 | 2 | 3 | 4 | 5 | N/A |
|--------------------------|----|------------------------------------|---|---|---|---|---|-----|
| <input type="checkbox"/> | A. | Self Management Skills | | | | | | |
| <input type="checkbox"/> | B. | Work Processes, Skills and Results | | | | | | |
| <input type="checkbox"/> | C. | Teamwork Skills | | | | | | |
| <input type="checkbox"/> | D. | Innovation and Change Skills | | | | | | |
| <input type="checkbox"/> | E. | Development Skills | | | | | | |
| <input type="checkbox"/> | F. | Communication Skills | | | | | | |
| <input type="checkbox"/> | G. | Customer Service Skills | | | | | | |
| <input type="checkbox"/> | H. | Supervisory Performance | | | | | | |
| <input type="checkbox"/> | I. | Special Projects/Other | | | | | | |

BATES TECHNICAL COLLEGE

PERFORMANCE ELEMENTS

Exempt Employee Evaluation

Attachment to Form 2

The following performance elements should be considered, where applicable, in assessing employee performance and determining future performance expectations and development needs. Other performance elements may be added as needed. Please provide a copy of this attachment to the employee at the Pre-conference Meeting.

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| <p>A. SELF-MANAGEMENT SKILLS</p> <ul style="list-style-type: none"> ▪ Punctual and consistent work attendance ▪ Efficient, effective use of work time, equipment, and resources. ▪ Follows rules and procedures. ▪ Works in a safe manner. ▪ Proper use and maintenance of equipment. ▪ Seeks and assumes additional responsibilities as is appropriate. ▪ Exhibits integrity and honesty. ▪ Treats others with respect and dignity. ▪ Gives and accepts constructive feedback. ▪ Works effectively in a diverse work environment. ▪ Focuses on the situation, issue or behavior rather than on the person. ▪ Other: _____. <p>B. WORK PROCESSES, SKILLS & RESULTS</p> <ul style="list-style-type: none"> ▪ Provides products & services that consistently meet or exceed the needs and expectations of customers. ▪ Uses customer satisfaction as a key measure of quality. ▪ Uses appropriate problem-solving methods to improve processes. ▪ Collects and evaluates relevant information to make decisions. ▪ Uses good judgment. ▪ Sets and adheres to priorities. ▪ Meets productivity standards, deadlines and work schedules. ▪ Accurate and timely work with minimal supervision. ▪ Achieves successful results. ▪ Pursues efficiency and economy in the use of resources. ▪ Informs supervisor or appropriate others of problems; identifies issues and alternative solutions. ▪ Other: _____. <p>C. TEAMWORK SKILLS</p> <ul style="list-style-type: none"> ▪ Supports and focuses on the vision, mission, and goals of the organization and team. ▪ Understands the benefits of teamwork. | <ul style="list-style-type: none"> ▪ Cooperates with and offers assistance to others. ▪ Views the success of the organization and team as more important than individual achievements. ▪ Contributes to the development, cohesion and productivity of the team. ▪ Appropriately shares information internally and externally. ▪ Supports teamwork and cooperation through open, honest communication. ▪ Other: _____. <p>D. INNOVATION AND CHANGE SKILLS</p> <ul style="list-style-type: none"> ▪ Is creative and innovative when contributing to organizational and individual objectives. ▪ Receptive to new ideas and adapts to new situations. ▪ Avoids being overly defensive; willing to explore different options. ▪ Takes calculated risks. ▪ Seeks and acts on opportunities to improve, streamline and re-invent work processes. ▪ Helps others overcome resistance to change. ▪ Other: _____. <p>E. DEVELOPMENT SKILLS</p> <ul style="list-style-type: none"> ▪ Participates in opportunities to enhance knowledge and skills identified and offered by the organization or the evaluator. ▪ Displays initiative in developing or upgrading knowledge and skills. ▪ Applies new knowledge or skills acquired from developmental opportunities. ▪ Helps others learn new systems, processes, or programs. ▪ Learns to use technology effectively, as is appropriate for the job. ▪ Other: _____. <p>F. COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> ▪ Participates in meetings in an active, cooperative, and courteous manner. ▪ Effectively communicates orally on a one-on-one basis and in small groups. | <ul style="list-style-type: none"> ▪ Make effective oral presentations before groups. ▪ Writes clearly and succinctly. ▪ Avoids "bureaucracies" whenever possible in written and oral communications. ▪ Understands and empathizes with the listener or reader. ▪ Responds promptly to e-mails, phone messages, and mail. ▪ Follows through with commitments. ▪ Other: _____. <p>G. CUSTOMER SERVICE SKILLS</p> <ul style="list-style-type: none"> ▪ Understands and responds to customer's objectives and needs. ▪ Is sensitive to public attitudes and concerns. ▪ Is accessible, timely, and responsive when interacting with customers. ▪ Handles customer inquiries and complaints promptly, courteously, and non-bureaucratically. ▪ When feasible, goes the extra mile to satisfy customer needs and expectations. ▪ Other: _____. <p>H. SUPERVISORY PERFORMANCE</p> <ul style="list-style-type: none"> ▪ Clearly communicates the mission and goals of the organization to staff. ▪ Provides regular, ongoing feedback to staff. ▪ Facilitates, coaches, and supports staff's efforts to succeed. ▪ Provides meaningful recognition of staff success. ▪ Supports diversity in the workplace. ▪ Sets clear direction and follow through. ▪ Makes effective employee selection and promotion decisions. ▪ Other: _____. <p>I. SPECIAL PROJECTS / OTHER</p> |
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BATES TECHNICAL COLLEGE

Exempt Employee Evaluation

Form 3, page 1

To be completed by Employee

| Employee Development and Performance Plan | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------|
| <i>This form is to be completed by employee and discussed with evaluator. The final document must be agreed upon by both the evaluator and the employee.</i> | | |
| Purpose of Appraisal: <input type="checkbox"/> Annual Review <input type="checkbox"/> Trial Service Review <input type="checkbox"/> Probationary Review <input type="checkbox"/> Other _____ | Employee's Name: (Last, First, MI) Job Classification: | Department: Evaluator's Name: |
| Evaluation Period: From ____/____/____ to ____/____/____. Date of Preview Session: ____/____/____. | | |
| Part I: Performance Feedback | | |
| Assess your contribution toward helping the organization achieve its goals. Describe how well you have done in carrying out job responsibilities and performance expectations | | |
| Use additional sheets if needed. | | |
| Part II: Future Performance Expectations | | |
| Identify any particular performance expectations, job duties, special assignments, and/or skills upon which you should focus in order to reinforce your success and contribution to the organization. | | |
| Use additional sheets if needed. | | |

BATES TECHNICAL COLLEGE
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Form 3, page 2

To be completed by Employee

Part III: Future Training & Development

Identify training and development opportunities in which you should participate to enhance future performance.

Use additional sheets if needed.

Part IV: Organizational Support

What suggestions do you have as to how your supervisor, co-workers, and/or agency management can support you in the present job and with future career goals?

Use additional sheets if needed.

Part V: Comments and Signatures

This report has been discussed with and approved by my evaluator

Employee's Signature _____ Title _____ Date _____

This report is based upon a pre-observation conference and discussion.

Evaluator's Signature _____ Title _____ Date _____

Comments:

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