

BATES TECHNICAL COLLEGE
Facilities & Operations Employee Evaluation

The intent of this form is to create an open and positive line of communication between employee and supervisor while promoting a threat-free working environment.

To be completed by Evaluator

Name of Employee _____ Date _____
 Department _____ Years in Position _____
 Years at College _____ Evaluation Period: From ____ to ____

The following steps have been adhered to in this evaluation.

- _____ 1. Pre-conference (planning). Explanation of process and performance elements for each (Date) category to be evaluated. Provide a copy of "Performance Elements" attachment and "Self Assessment section" to employee.
- _____ 2. Evaluation Conference / Employee Self Assessment has been discussed. (Date)

If any performance element category is unsatisfactory, check the box and attach the improvement plan and timelines.

- Explanation of any unsatisfactory rating attached.
- Addendum attached and copy to supervisor.

Employee's Signature _____	Date _____	Evaluator's Signature _____	Date _____
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Employee's signature serves as record of review only; does not indicate agreement with supervisor's assessment.

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

Vice President of Human Resources to check the box below and sign.

- I have reviewed all evaluation forms.

Vice President of Human Resources' Signature _____	Date _____
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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.*

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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 evaluation tool shall be provided to employee. The employee will list goals for the future and discuss them with the evaluator at the conference.

The evaluator will complete the evaluation form and provide comments when appropriate. The evaluation results will be discussed with the employee at the evaluation. The “Development and Performance Plan” from the past year may also be discussed.

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. Leadership Responsibilities _____						
<input type="checkbox"/>	I. Special Projects/Other _____						

Supervisor Initial _____
 Approved 6/7/02

Employee Initial _____

BATES TECHNICAL COLLEGE PERFORMANCE ELEMENTS Facilities & Operations Employee Evaluation

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.

<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. ▪ Meets productivity standards, deadlines and work schedules. ▪ Accurate and timely work with appropriate supervision. ▪ Meets goals. ▪ 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. 	<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. ▪ Seeks and acts on opportunities to improve, streamline and re-invent work processes. ▪ 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. ▪ 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 inquires and complaints promptly, courteously, and non-bureaucratically. ▪ When feasible, goes the extra mile to satisfy customer needs and expectations. ▪ Other: _____. <p>H. LEADERSHIP RESPONSIBILITIES</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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Supervisor Initial _____

Employee Initial _____

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To be completed by Employee

Employee Self Assessment		
<i>This form is to be completed by employee and discussed with evaluator.</i>		
Purpose of Appraisal: <input type="checkbox"/> Annual Review <input type="checkbox"/> Probationary Review <input type="checkbox"/> Other _____	Employee's Name: (Last, First, MI) Job Classification:	Department: Evaluator's Name:
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 in your current position.		
Use additional sheets if needed.		
Part III: Future Training & Development Opportunities		
The employee will not be evaluated on this section. Identify training and development opportunities in which you should participate to enhance future performance. You may include suggestions as to how your co-workers and supervisor can support you in the present job with future career goals. Budget may preclude the employee's development opportunities.		
Use additional sheets if needed.		
Part IV. Comments and Signatures		
Evaluator's Comments: <i>(This section addresses areas of outstanding performance and/or suggestions for improvement).</i> 		
Employee's Comments: 		
This report has been discussed with my evaluator.		
Employee's Signature _____	Title _____	Date _____
Evaluator's Signature _____	Title _____	Date _____
This report is based upon the evaluation conference.		