

# PERFORMANCE EVALUATION

		Period Covered by This Evaluation
Employee's Name:	Job Title:	From:
Supervisor's Name:	Department:	To:

**Use the following codes to complete Sections I-III**

<p><b>IMPORTANCE RANKINGS</b> Rank key job functions (section I) and performance objectives (section III) with respect to their relative importance to the overall job.</p> <ol style="list-style-type: none"> <li>1. <b>Critical</b></li> <li>2. <b>Very Important</b></li> <li>3. <b>Important</b></li> </ol>	<p><b>EVALUATION RATINGS</b> Evaluate performance factors (section II) and performance objectives (section III) using the following ratings (See ratings definitions in section IV):</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-right: 20px;"><b>MASTERY and EXCELLENCE</b></td> <td><b>(ME)</b></td> </tr> <tr> <td><b>HIGHLY COMMENDABLE</b></td> <td><b>(HC)</b></td> </tr> <tr> <td><b>PROFICIENT and FULLY COMPETENT</b></td> <td><b>(PC)</b></td> </tr> <tr> <td><b>NEEDS DEVELOPMENT</b></td> <td><b>(ND)</b></td> </tr> <tr> <td><b>NOT FULFILLED</b></td> <td><b>(NF)</b></td> </tr> </table>	<b>MASTERY and EXCELLENCE</b>	<b>(ME)</b>	<b>HIGHLY COMMENDABLE</b>	<b>(HC)</b>	<b>PROFICIENT and FULLY COMPETENT</b>	<b>(PC)</b>	<b>NEEDS DEVELOPMENT</b>	<b>(ND)</b>	<b>NOT FULFILLED</b>	<b>(NF)</b>
<b>MASTERY and EXCELLENCE</b>	<b>(ME)</b>										
<b>HIGHLY COMMENDABLE</b>	<b>(HC)</b>										
<b>PROFICIENT and FULLY COMPETENT</b>	<b>(PC)</b>										
<b>NEEDS DEVELOPMENT</b>	<b>(ND)</b>										
<b>NOT FULFILLED</b>	<b>(NF)</b>										

JOB RESPONSIBILITIES	LEVEL OF PERFORMANCE
List key job functions in current role description. List in order of importance and include a brief description of duties within each key job function. Mark the appropriate importance ranking for each job function.	Be specific; continue on a separate sheet if necessary
1.	
<b>Importance:</b>	Very Important      Important
2.	
<b>Importance:</b>	Very Important      Important
3.	
<b>Importance:</b>	Very Important      Important
4.	
<b>Importance:</b>	Very Important      Important
5.	
<b>Importance:</b>	Very Important      Important

**Employee Name:** \_\_\_\_\_

**II. PERFORMANCE COMPETENCY REVIEW**

Evaluate the following performance competencies in relation to performance of the key job functions listed in section I. For each performance competency, provide comments, including specific examples, which support the rating. Type an "X" in the appropriate evaluation rating for each performance competency using the ratings noted on page 1 and described in section IV. Write "N/A" if a performance competency is not applicable to the performance of this employee's job duties.

PERFORMANCE COMPETENCY	COMMENTS – Use specific examples of the employee's performance in each competency
<b>JOB KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>• Understands the duties and responsibilities of the job.</li> <li>• Has knowledge of subject area and related policies, procedures, and technical expertise.</li> <li>• Uses information, materials, equipment, and techniques, accurately and appropriately.</li> <li>• Keeps up-to-date with new policies, procedures, techniques.</li> </ul> <p><b>Evaluation Rating</b></p> <p>Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/></p>	
<b>QUALITY OF WORK</b>	
<ul style="list-style-type: none"> <li>• Shows attention to detail, accuracy, follow-through and thoroughness.</li> <li>• Complies with work and health and safety rules and procedures.</li> <li>• Exercises good judgment and discretion in matters relative to sensitive or confidential issues.</li> </ul> <p><b>Evaluation Rating</b></p> <p>Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/></p>	
<b>PRODUCTIVITY</b>	
<ul style="list-style-type: none"> <li>• Consistently manages assigned workload.</li> <li>• Establishes and manages priorities effectively.</li> <li>• Uses time efficiently.</li> <li>• Maintains an organized, functional workspace.</li> </ul> <p><b>Evaluation Rating</b></p> <p>Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/></p>	
<b>ADAPTABILITY AND FLEXIBILITY</b>	
<ul style="list-style-type: none"> <li>• Adapts to changes in the work environment.</li> <li>• Performs well under pressure.</li> <li>• Learns and retains new information, policies, procedures.</li> </ul> <p><b>Evaluation Rating</b></p> <p>Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/></p>	

Employee Name: \_\_\_\_\_

**INITIATIVE AND PROBLEM-SOLVING**

- Is a self-starter.
- Generates innovative ideas, approaches, and solutions.
- Seeks new challenges, self-development, and learning opportunities.
- Anticipates and recognizes potential problems.
- Generates alternative solutions when solving problems.

**Evaluation Rating**

Mastery and Excellence  Highly Commendable  Proficient and Fully Competent  Needs Development  Not Fulfilled

**COOPERATION AND TEAMWORK**

- Maintains effective working relationships.
- Works cooperatively in team situations.
- Offers assistance and support to others.
- Admits to and learns from own mistakes.
- Participates constructively in team efforts.

**Evaluation Rating**

Mastery and Excellence  Highly Commendable  Proficient and Fully Competent  Needs Development  Not Fulfilled

**DEPENDABILITY**

- Is punctual and regularly in attendance.
- Follows instructions.
- Works independently.
- Completes assignments and meets commitments and deadlines.

**Evaluation Rating**

Mastery and Excellence  Highly Commendable  Proficient and Fully Competent  Needs Development  Not Fulfilled

**COMMUNICATION AND INTERPERSONAL SKILLS**

- Communicates clearly and accurately both verbally and in writing.
- Keeps others informed.
- Interacts effectively with a wide diversity of individuals and work styles.
- Maintains a pleasant and professional demeanor in all interpersonal relationships.
- Capable of resolving conflicts.
- Receptive to feedback.

**Evaluation Rating**

Mastery and Excellence  Highly Commendable  Proficient and Fully Competent  Needs Development  Not Fulfilled

**OPTIONAL COMPETENCY**

**Evaluation Rating**

Mastery and Excellence  Highly Commendable  Proficient and Fully Competent  Needs Development  Not Fulfilled

Employee Name: \_\_\_\_\_

### SUPERVISORY PERFORMANCE REVIEW

This section should be completed for employees who supervise other staff (career or limited), temp agency, or student employees. (If the position is not supervisory, omit this section.)

PERFORMANCE COMPETENCY	COMMENTS
<b>MANAGEMENT / LEADERSHIP</b>	
<ul style="list-style-type: none"><li>• Sets realistic expectations/standards.</li><li>• Encourages and acknowledges productive performance.</li><li>• Insures that assignments are completed in a timely and accurate manner.</li><li>• Is accessible/responsive to staff, and communicates to staff clearly, appropriately, and in a timely manner.</li><li>• Maintains a positive work environment.</li><li>• Resolves disputes.</li><li>• Facilitates change.</li><li>• Encourages teamwork/shared visions and goals.</li><li>• Applies policies/procedures equitably to all staff.</li><li>• Makes efforts toward achieving a diverse workforce.</li></ul> <p><b>Evaluation Rating</b></p> <p>Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/></p>	
<b>DEVELOPMENT OF SUBORDINATES</b>	
<ul style="list-style-type: none"><li>• Encourages professional development of staff.</li><li>• Provides timely, ongoing feedback and coaching to staff.</li><li>• Provides feedback in a constructive/helpful manner.</li><li>• Completes annual written evaluations of career staff.</li><li>• Utilizes capabilities of people and resources.</li><li>• Distributes work appropriately/fairly considering the abilities and time constraints of staff.</li></ul> <p><b>Evaluation Rating</b></p> <p>Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/></p>	

Employee Name: \_\_\_\_\_

### III. EVALUATION OF PERFORMANCE OBJECTIVES

List the performance objectives set last year for the current review period and record the specific results achieved. Include a description of any special circumstances (e.g., workload, new objectives assigned at mid-year, change in objective's priority, etc.) which may have prevented completion of an objective.

PERFORMANCE OBJECTIVE	RESULTS
1.  <b>Importance:</b> Critical <input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/>	
<b>Evaluation Rating:</b> Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/>	
2.  <b>Importance:</b> Critical <input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/>	
<b>Evaluation Rating:</b> Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/>	
3.  <b>Importance:</b> Critical <input type="checkbox"/> Very Important <input type="checkbox"/> Important <input type="checkbox"/>	
<b>Evaluation Rating:</b> Mastery and Excellence <input type="checkbox"/> Highly Commendable <input type="checkbox"/> Proficient and Fully Competent <input type="checkbox"/> Needs Development <input type="checkbox"/> Not Fulfilled <input type="checkbox"/>	

Employee Name: \_\_\_\_\_

**IV. OVERALL RATING**

In determining the overall rating, consideration should be given to the *evaluation* ratings of each performance competency and performance objective. ***This overall rating will serve as the basis for any potential merit increase bargained or granted by the College. Actual merits granted will be contingent upon the availability of funding.***

<input type="checkbox"/>	<b>Tier 1</b> Consistently demonstrates <b>MASTERY and EXCELLENCE</b> in the superior execution of all critical job responsibilities and objectives; makes exceptional contributions to a unit/dept/div by demonstrating initiative, flexibility, and creativity in addressing issues and/or developing systems, procedures, or enhancements for greater efficiencies and effectiveness; possesses superb skills and knowledge; is a solution-oriented team player who maintains and promotes excellent working relationships.
<input type="checkbox"/>	<b>Tier 2</b> Consistently demonstrates <b>HIGHLY COMMENDABLE</b> performance in the execution of the majority of critical job responsibilities and objectives; makes significant contributions to a unit/dept/div by demonstrating a high level of productivity and quality of work; takes initiative to assume special projects, additional tasks and/or recommend solutions for enhancing efficiencies and effectiveness; possesses excellent skills and knowledge; is a strong team player who maintains and promotes positive working relationships.
<input type="checkbox"/>	<b>Tier 3</b> Consistently demonstrates <b>PROFICIENCY and is FULLY COMPETENT</b> in the execution of the majority of critical job responsibilities and objectives; makes important contributions to the overall functioning of a unit/dept/div by demonstrating solid performance with respect to productivity and quality of work and possesses strong skills and knowledge; is a strong team player who maintains and promotes good working relationships.
<input type="checkbox"/>	<b>Tier 4</b> Overall performance <b>NEEDS DEVELOPMENT</b> to ensure consistent execution of all job responsibilities and objectives; demonstrates success in some areas but guidance/direction/monitoring in other areas has been needed; performance factors/competencies addressed above need further development and/or consistent application. **
<input type="checkbox"/>	<b>Tier 5</b> Overall performance is <b>NOT FULFILLED</b> ; job responsibilities and objectives have not been consistently met; performance requires close monitoring and has not kept pace with requirements; successes have been only occasional or of minimal impact; performance has failed to improve to demonstrate sufficient level of competencies required. **

**\*\* Performance problems or concerns should be discussed with Human Resources PRIOR to meeting with the employee.**

**Additional comments supporting the overall rating (optional):**

**V. OBJECTIVES FOR THE NEXT PERIOD:**

<b>Work Objectives and Assignments:</b>

<b>Growth and Development Objectives:</b>

**VI. REQUIRED SIGNATURES:**

**Print this form and submit with original signatures to Human Resources Office.**

SUPERVISOR SIGNATURE: _____	DATE: _____
I have received my copy of this review, discussed it with my supervisor, and I:	
<input type="checkbox"/> Concur	<input type="checkbox"/> Do not concur
Comments:	
<p>EMPLOYEE SIGNATURE:</p> <p>Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation, and it has been discussed with you. <i>If you wish, you may attach additional comments to this form.</i></p> <p><b>I understand that the receipt of <u>any</u> merit increase is contingent upon the outcome of bargaining, if applicable, and the availability of funding.</b></p>	
SIGNATURE: _____	DATE: _____