



Performance Excellence Program Forms (PEP)

“Put some PEP in your step!”

Contents

- Part I** **Employee Self-Evaluation** (*Page 2*)
Employee fills out and gives to supervisor prior to the evaluation meeting.
- Part II** **Employee Performance Review** (*Pages 3-6*)
Supervisor fills out, employee may choose to fill out, and both review and sign at the evaluation meeting.
- Part III** **Goals and Objectives** (*Page 7*)
Both employee and supervisor fill out and sign jointly at the evaluation meeting.

To complete these forms, click cursor in each box and begin typing or print to complete by hand.

Completed Forms:

- **Original Forms** – Send to the Human Resources Office before close of business on **April 15th** for Annual PEPs; Probationary PEPs are due at the conclusion of the employee’s six (6) month probationary period. Submitted forms will be included in the employee’s personnel file.
- **Copy of Performance Review and Goals** – One copy to both the employee and supervisor.

Part I – Employee Self-Evaluation Form

Instructions:

Employee fills out Part I and gives original to supervisor prior to evaluation interview. Please provide a narrative of your significant accomplishments, activities and involvement over the past calendar year. Please include the following types of information:*

- Attainment of goals agreed upon by individual and supervisor at previous evaluation
- Leadership, department and institutional goals – if applicable
- Significant accomplishments over the past year
- Professional Development (Examples: Udemy, eLearning courses, How-To Master Software courses, conferences, in-person training workshops, academic courses, etc.)
- Other

**(Please attach additional pages, copies of certificates, etc., if necessary.)*

Employee
Name:

Employee
Title:

Employee
Banner ID:

(Select One to Indicate Type of Performance Evaluation)

Department:

Annual Date:

Supervisor's
Name:

Probationary Date:

Supervisor
Banner ID:

Other:

Date:

Part II – Employee Performance Review

Employee
Name:

Employee
Title:

Employee
Banner ID:

(Select One to Indicate Type of Performance Evaluation)

Department:

Annual Date:

Supervisor's
Name:

Probationary Date:

Supervisor
Banner ID:

Other: Date:

Instructions:

There are two (2) subsections to Part II (Part II-A and Part II-B).

For instructions on Part II-B, please go to the end of Part II-A.

Supervisor fills out Part II-A. Employee may choose to fill out Part II-A and submit to Supervisor prior to evaluation meeting along with Part I. Supervisor and Employee review and sign at the evaluation meeting. Please be honest and objective in evaluation. The more accurate the feedback, the more potential the employee has to succeed. Rate the employee according to the following rating scale:

- **Outstanding:** Continuously exceeds expectations and requirements for the position.
- **Exceeds Requirements:** Steady application of skills to the requirements of the job with minimal direction. Objectives are consistently met on a high standard of performance, and the employee often offers innovative suggestions for improvement.
- **Meets Requirements:** Performance meets all standards of job requirements.
- **Needs Improvement:** Performance does not meet standards of job requirements; work requires frequent guidance and checking.
- **Unsatisfactory:** Performance is substandard; requires a high degree of supervision and direction. Deficiencies are clearly evident and specific; remedial action is required.

There are three sections to Part II-A:

- 1. Basic Job Requirements:** Questions the knowledge, skills, abilities and other requirements as found in the job description that refer to knowing the job and getting it done.
- 2. Job Specific Attributes:** Assesses how the employee approaches and organizes work assignments as defined by prior goals as set with Supervisor as well as those expectations found in the job description.
- 3. Interpersonal Skills:** Measures how the employee works with other people in various work assignments including conflict resolution and communication.

Part II- A: Requirements, Attributes, & Skills

I. Basic Job Requirements: *Assesses the knowledge, skills, abilities, and other requirements as found in the job description that refer to knowing the job and getting it done.*

	Unsatisfactory	Needs Improvement	Meets Requirements	Exceeds Requirements	Outstanding
A. Understanding of the Job: <i>Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job (i.e. ability to perform requirements as outlined in the job description)?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Quality of Work: <i>Is the quality of work acceptable and does it meet established standards? Is the work performed accurate?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Productivity and Efficiency: <i>Does the employee complete his / her assignments on schedule, use resources wisely, and manage time effectively?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Reliability, Dependability: <i>Does the employee follow through on assigned tasks to completion as expected? Is the employee reliable?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Initiative: <i>Does the employee demonstrate initiative and resourcefulness by taking appropriate action with a minimum direction as situations arise? Does the employee seek opportunities to learn new skills, and make suggestions for improving work processes?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. Job Specific Attributes: *Assesses how the employee approaches and organizes work assignments as defined by prior goals as set with Supervisor as well as those expectations found in the job description.*

	Unsatisfactory	Needs Improvement	Meets Requirements	Exceeds Requirements	Outstanding
A. Planning & Organizing: <i>Does the employee set individual objectives and goals, and establish appropriate priorities?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Problem Solving: <i>Does the employee identify and evaluate alternative solutions and make appropriate decisions?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Creativity: <i>Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Flexibility: <i>Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Interpersonal Skills: *Measures how the employee works with other people in various work assignments including conflict resolution and communication.*

	Unsatisfactory	Needs Improvement	Meets Requirements	Exceeds Requirements	Outstanding
<p>A. Communication: <i>Does the employee provide accurate and clear written and verbal information; present information effectively; listen effectively, comprehend and follow directions; and ask appropriate and timely questions?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>B. Cooperation: <i>Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>C. Teamwork: <i>Does the employee work effectively with a diverse group of individuals to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>D. Conflict Resolution: <i>Does the employee take initiative to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work environment?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II-B: Improvement, Strengths, & Comments

Instructions:

Both employee and supervisor meet at the evaluation meeting, fill out the form together and sign & date the form.

Based on the Employee Performance Review, list specific areas for improvement:

1.	
2.	
3.	
4.	
5.	

Based on the Employee Performance Review, list the strengths of the employee. What does this employee do well?

1.	
2.	
3.	
4.	
5.	

Other Comments Concerning the Employee Performance Review:

Note: By signing below, you acknowledge that the performance appraisal has taken place and that it does not necessarily mean agreement to results.

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

Part III: Goals & Objectives

Instructions:

Both employee and supervisor meet at the evaluation meeting, review the employee's complete job description, complete the form together, and sign the form. Instructions for distribution are at the bottom of the page.

Section 1

Employee goals and objectives for the next year:

1.	
2.	
3.	
4.	
5.	

Section 2

Please list professional development activities for the employee to complete for the next year. (Please see the Center for Innovation website or discuss options with your direct supervisor for professional development opportunities for SLCC Staff.)

1.	
2.	
3.	
4.	
5.	

The employee is up-to-date on their required training at the time of this performance evaluation.

Check One: Yes No

(Note: Only employees who are up-to-date on Required Training are eligible for any available merit pay.)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Instructions for submitting completed forms:

Originals: Please send to the **Human Resource Office AAB-201** for the Personnel File

Original Annual PEPs are **due to HR by close of business **April 15th**.
(Note: If April 15th falls on a weekend, they will be due Friday prior.)*

Original Probationary PEPs are **due to HR by the end of the employee's six (6) month probationary period.*

Copies: Employee & supervisor may both keep a copy for their files.