

# Sandhills Community College

## Staff Performance Evaluation Form

[to be completed prior to employee's evaluation at the request of the immediate supervisor]

This review is the supervisor's evaluation of \_\_\_\_\_'s employment performance for \_\_\_\_\_. The evaluation includes but is not limited to the staff member's effectiveness in meeting departmental benchmarks, scores on faculty surveys, job description, and peer evaluations as appropriate. A staff member may request the inclusion of a self-evaluation in this process.

**Supervisor:** \_\_\_\_\_ **Date of Evaluation Conference** \_\_\_\_\_

**Describe any changes made to this employee's job description:**

**Positive aspects of this staff member's performance for this year:**

**Status of performance and professional goals – previous year:**

**Performance and professional goals – ensuing year:**

**Has the staff member's performance been satisfactory for this year? (Check one.)**

yes       no (see below)       other (see below)

**Suggestions/recommendations for improved performance:**

**Response by employee (as appropriate):**

**Signed:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date