

CONFIDENTIAL

PERFORMANCE EVALUATION
Professional and Administrative

EMPLOYEE'S NAME: _____

JOB TITLE: _____

UNIT: _____

EVALUATOR'S NAME _____

EVALUATOR'S TITLE _____

DATE OF EVALUATION: _____

Provisional (Six-Month) Evaluation

Annual Evaluation

A copy of this completed and signed evaluation will be placed in the employee's personnel file and will be considered as a basis for assignment of annual increases.

DEFINITION OF PERFORMANC STANDARDS
USED IN THIS EVALUATION

OUTSTANDING

Performance consistently exceeds job requirements and expectations of supervisor. Employee consistently shows superior level of competence and is conspicuously outstanding in this performance dimension.

EXCEEDS REQUIREMENTS

Performance exceeds job requirements and expectations of supervisor most of the time. Employee demonstrates initiative and generally shows an above average level of competence in this performance dimension.

MEETS REQUIREMENTS

Performance meets job requirements and expectations of supervisor. Employee is competent in this performance dimension.

NEEDS IMPROVEMENT

Employee falls short of satisfactory performance in this performance dimension at this time. Improvement in employee competence in this performance dimension is needed.

UNACCEPTABLE

Performance in this performance dimension consistently fails to meet the minimum level of supervisor's expectation. Improvement in employee competence in this performance dimension is essential.

NOT APPLICABLE

This performance dimension does not apply in the evaluation of this employee.

NO OPPORTUNITY TO OBSERVE

While the performance does apply in the evaluation of this employee, the evaluator has had no opportunity to observe performance in this regard.

| PERFORMANCE DIMENSION | CHECK ONE | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
|--|-------------|----------------------|--------------------|-------------------|--------------|----------------|---------------------------|--|
| | Outstanding | Exceeds Requirements | Meets Requirements | Needs Improvement | Unacceptable | Not Applicable | No Opportunity to Observe | |
| JOB KNOWLEDGE | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 1. a. Understand clearly all position responsibilities as specified in job description. | | | | | | | | |
| 1. b. Fulfills all position responsibilities as specified in job description. | | | | | | | | |
| 2. a. Understands clearly the procedures by which the employee's supervisor expects the position responsibilities to be implemented. | | | | | | | | |
| 2. b. Complies with the supervisor's expectations. [2.a] | | | | | | | | |
| 3. Demonstrates that he/she does possess the requisite skills to effectively fulfill responsibilities of positions. | | | | | | | | |
| 4. Remains abreast of current development in area(s) of expertise. | | | | | | | | |
| PLANNING & ORGANIZATION | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 1. Performance in planning based on a clear understanding of the total mission of the College. | | | | | | | | |
| 2. a. Establishes definite goals and objectives. | | | | | | | | |
| 2. b. Sets realistic goals and timetables. | | | | | | | | |
| 3. Accurately forecasts future needs. | | | | | | | | |
| 4. Formulates effective plans to achieve goals and objectives. | | | | | | | | |
| 5. Coordinates planning efforts and operational activities with other College units. | | | | | | | | |
| IMPLEMENTATION | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 1. Meets objectives and goals in a timely manner. | | | | | | | | |
| 2. Consults with other effectively and productively. | | | | | | | | |
| 3. Accepts and follows directions effectively. | | | | | | | | |
| 4. Uses College resource effectively. | | | | | | | | |
| 5. Attends to details conscientiously. | | | | | | | | |
| 6. Sets priorities wisely. | | | | | | | | |

| PERFORMANCE DIMENSION | CHECK ONE | | | | | | | |
|---|-------------|----------------------|--------------------|-------------------|--------------|----------------|---------------------------|--|
| | Outstanding | Exceeds Requirements | Meets Requirements | Needs Improvement | Unacceptable | Not Applicable | No Opportunity to Observe | |
| DECISION-MAKING & PROBLEM SOLVING 1. Evaluates problems objectively and thoroughly. | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 2. Demonstrates soundness in making decisions and recommendations. | | | | | | | | |
| 3. Uses good judgment in handling issues and situation that demand immediate attention or intervention. | | | | | | | | |
| 4. Considers both short-term and long-term implications of the options when making decisions. | | | | | | | | |
| HUMAN RELATION SKILLS 1. Interacts positively and works productively with associates. | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 2. Accepts and adapts readily to changes in the work environment. | | | | | | | | |
| 3. Accepts suggestions and guidance in a positive manner. | | | | | | | | |
| LEADERSHIP OR SUPERVISORY ABILITY 1. Remains professional and objective in dealing with Subordinates. | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 2. Demonstrates sound judgment in the selection of staff. | | | | | | | | |
| 3. Assigns, delegates, and supervises effectively the work of subordinates. | | | | | | | | |
| 4. Instructs subordinates objectively and consistently. | | | | | | | | |
| 5. Promotes professional development of subordinates. | | | | | | | | |
| 6. Evaluates subordinates objectively and consistently. | | | | | | | | |
| 7. Resolves conflict effectively. | | | | | | | | |
| 8. Motivates others to realize their potential and to progress in support of institutional needs and goals. | | | | | | | | |

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|---|-------------|----------------------|--------------------|-------------------|--------------|----------------|---------------------------|--|
| | Outstanding | Exceeds Requirements | Meets Requirements | Needs Improvement | Unacceptable | Not Applicable | No Opportunity to Observe | |
| COMMUNICATION SKILLS 1. Listens effectively to subordinates, peers, supervisors, and other College constituencies. | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 2. Communicates effectively in speaking situations with subordinates, peers, supervisors, and other College constituencies. | | | | | | | | |
| 3. Shares appropriate information with subordinates, peers, supervisors, and other College constituencies. | | | | | | | | |
| 4. Handles confidential information appropriately. | | | | | | | | |
| 5. Produces clear, timely reports and correspondence. | | | | | | | | |
| 6. Contributes effectively in staff discussions and meetings, and provides leadership as appropriate. | | | | | | | | |
| INITIATIVE & PRODUCTIVITY 1. Performs work with a minimum of direction. | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 2. Shows appropriate drive and energy. | | | | | | | | |
| 3. Meets job responsibilities creatively and innovatively. | | | | | | | | |
| 4. Works willingly beyond ordinary requirements when necessary. | | | | | | | | |
| 5. Completes work efficiently, in a timely manner. | | | | | | | | |
| PERSONAL COMMITMENT 1. Maintains regular and punctual attendance. | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 2. Assumes personal responsibilities for work performance. | | | | | | | | |
| 3. Participates in appropriate staff development and /or training offered by the College. | | | | | | | | |
| 4. Actively pursues other training and development from external sources which better equips him/her to fulfill the position responsibilities and/or prepares him/her for future advancement. | | | | | | | | |

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|---|-------------|----------------------|--------------------|-------------------|--------------|----------------|---------------------------|--|
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| COMMITMENT TO INSTITUTION | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 1. Understands and supports the mission and goals of the College. | | | | | | | | |
| 2. Shows interest and involvement in College activities. | | | | | | | | |
| 3. Promotes good public relations and a positive public image for the College. | | | | | | | | |
| 4. Manages budget allocations effectively. | | | | | | | | |
| OVERALL VALUE TO THE UNIT | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 1. Understands and promotes the achievement of the goals and functions of the unit. | | | | | | | | |
| 2. Represents the unit well to the College community, (faculty, staff, and students) and to outside constituencies. | | | | | | | | |
| 3. Promotes and contributes to the positive morale of the unit. | | | | | | | | |
| 4. Offers effectively and constructive criticism regarding unit's functions. | | | | | | | | |
| JOB-SPECIFIC FACTORS NOT REFLECTED IN OTHER PERFORMANCE DIMENSIONS | | | | | | | | COMMENTS: Where appropriate cite specific examples (positive or negative). |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |

OVERALL EVALUATION

Indicate by an X which one of the following summary statements best describes the employee's overall performance.

OUTSTANDING

Performance consistently exceeds job requirements and expectations of supervisor. Employee consistently shows superior level of competence and is conspicuously outstanding in his/her job performance.

EXCEEDS REQUIREMENTS

Performance exceeds job requirements and expectations of supervisor most of the time. Employee demonstrates initiative and generally shows an above average level of competence in his/her job performance.

MEETS REQUIREMENTS

Performance meets job requirements and expectations of supervisor. Employee is competent in his/her job performance.

NEEDS IMPROVEMENT

Employee falls short of satisfactory performance this time. Improvement in employee competence is needed.

UNACCEPTABLE

Job performance consistently fails to meet the minimum level of supervisor's expectation. Improvement in employee competence is essential if employment is to continue.

EVALUATOR'S COMMENTS:

GOALS AND/OR SPECIFIC FOCUS AREAS FOR NEXT EVALUATION PERIOD:

DISCUSS THE EMPLOYEE'S POTENTIAL FOR ADVANCEMENT:

EVALUATOR'S SIGNATURE _____ DATE: _____

EMPLOYEE ACKNOWLEDGEMENT: I have reviewed this form with my supervisor. My signature below indicates only that I have reviewed this evaluation. It does not necessarily signify my concurrence with the contents. I understand that if I disagree with any part or parts of this evaluation, I should submit to my supervisor a memorandum in response to this evaluation within five (5) working days of my evaluation conference with my supervisor. This memorandum must be signed and dated by me and will be attached to the copy of the evaluation placed in my personnel file.

EMPLOYEE'S SIGNATURE _____ DATE: _____

EMPLOYEE'S COMMENTS (OPTIONAL):

REVIEWER'S SIGNATURE _____ DATE: _____

REVIEWER'S TITLE _____

PLANS FOR IMPROVEMENT NEEDED? _____