

<b>EMPLOYEE:</b>	_____	<b>DATE OF EVALUATION:</b>	_____
<b>DIVISION / DEPARTMENT:</b>	_____	<b>EVALUATING SUPERVISOR:</b>	_____
<b>JOB TITLE:</b>	_____	<b>REVIEWED BY:</b>	_____

The employee is to be rated on the performance and contributions in his/her present assignment during the review period. Job responsibilities actually performed by the employee should be compared with those outlined in the position's actual job description. The annual review is designed to complement and improve communication and understanding between the employee and the supervisor regarding responsibilities, general work assignments, and the standards for good performance. It should also provide the basis to promote professional excellence and development.

This Performance Evaluation and Development Plan has five ratings.

- |    |                                     |   |  |
|----|-------------------------------------|---|--|
| 1. | <b><u>Exceptional</u></b>           | - | Clearly exceeds performance requirements. Results are the best that can be expected; recognized strengths.   |
| 2. | <b><u>Strong</u></b>                | - | Consistently meets performance requirements. Often exceeds desired results.  |
| 3. | <b><u>Standard</u></b>              | - | Generally meets performance requirements. Occasionally exceeds and seldom falls short of desired results.  |
| 4. | <b><u>Needs<br/>Improvement</u></b> | - | Meets only the minimum performance requirements. Lacks consistency. Often falls short of desired results. Performance is less than preferred standard. |
| 5. | <b><u>Unsatisfactory</u></b>        | - | Rarely achieves even the minimum performance requirements. Consistently falls short of desired results. No improvement shown.                          |

To satisfy Professional Development, employees should provide documentation of training (formal or on-the job), seminar attendance, and/or other educational activities specific to the position held. All training activities should be mutually agreed upon by the supervisor and incumbent.

Recognition should also be given for College and community involvement.

This Performance Evaluation and Development Plan should be discussed with the employee to specify realistic and mutually agreeable ideas, plans, and information that would assist the employee in improving or maintaining the quality of his/her performance. Any evaluation item marked 1, 4, or 5 requires specific written comments from the supervisor.

Following the review and discussion, the supervisor should forward the original to the next organizational level for review and signature. Original documents are to be filed with the Human Resources Office.

**PART I            PERFORMANCE EVALUATION**

**JOB SPECIFIC KNOWLEDGE**

	1	2	3	4	5	NA
1. Consistently displays a sound understanding of duties and responsibilities.	9	9	9	9	9	9
2. Demonstrates knowledge concerning new developments in his/her field.	9	9	9	9	9	9
3. Proficient in the established techniques, materials, and equipment provided.	9	9	9	9	9	9
4. Applies appropriate skills to all phases of the job.	9	9	9	9	9	9
5. Is flexible in meeting new obligations.	9	9	9	9	9	9
6. Supports / applies institutional policies and procedures consistently.	9	9	9	9	9	9

**Supportive Comment(s) (required for any evaluation item marked 1, 4, or 5)**

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**PERFORMANCE / SKILL LEVELS**

	1	2	3	4	5	NA
1. Demonstrates dependability - reliable attendance and punctuality.	9	9	9	9	9	9
2. Demonstrates ability and willingness to work effectively with others.	9	9	9	9	9	9
3. Effectively carries out assignments and duties of the position.	9	9	9	9	9	9
4. Completes tasks / assignments in a timely manner / within established deadlines. <b>(Produces work that is complete and accurate.)</b>	9	9	9	9	9	9
5. Works to establish and maintain productive atmosphere within the department.	9	9	9	9	9	9
6. Communicates pertinent information effectively - verbal and written. <b>(Demonstrates tact and diplomacy in working with staff and visitors.)</b>	9	9	9	9	9	9
7. Uses discretion and maintains confidentiality in communicating with others.	9	9	9	9	9	9
8. Demonstrates the ability to be creative, develop new plans/ideas to meet current and future situations.	9	9	9	9	9	9
9. Utilizes available resources and adheres to safety rules and regulations to enhance job performance.	9	9	9	9	9	9
10. Makes sound and sensible decisions/foresees impact of decisions on related areas. <b>(Maintains stability and objectivity in difficult situations.)</b>	9	9	9	9	9	9
11. Maintains appropriate departmental image consistent with position demands.	9	9	9	9	9	9
12. Maintains high standards of ethics, honesty, and integrity - personal / professional.	9	9	9	9	9	9

**Supportive Comment(s) (required for any evaluation item marked 1, 4, or 5)**

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1. <b>Exceptional</b> - Clearly exceeds performance requirements. Results are the best that can be expected; recognize strengths.	2. <b>Strong</b> - Consistently meets performance requirements. Often exceeds desired results.	3. <b>Standard</b> - Generally meets performance requirements. Occasionally exceeds and seldom falls short of desired results.	4. <b>Needs Improvement</b> - Meets only the minimum performance requirements. Lacks consistency. Often falls short of desired results. Performance less than standard.	5. <b>Unsatisfactory</b> - Rarely achieves even the minimum performance requirements. Consistently falls short of desired results. No improvement shown.
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**PART II            DEVELOPMENT PLAN**

Identify the professional development and/or training sessions completed for this evaluation period. Documentation for each topic reported should be attached.

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Identify the goals that have been mutually established by the employee and the supervisor for the coming year. Site goals specifically related to the incumbent's job description and the overall mission of the individual department.

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**PART III            RECOGNITION OF COLLEGE / COMMUNITY INVOLVEMENT**

Identify the employee's involvement in College and Community activities.

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**PART IV            PERFORMANCE EVALUATION COMMENTS**

Summarize the employee's performance during this evaluation period, giving the greatest consideration to actual results achieved. Recognize outside professional development activities and community service. Project goals for the coming year.

**EVALUATOR'S COMMENTS**

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**EMPLOYEE'S COMMENTS / RESPONSE TO SUPERVISOR'S COMMENTS AND SUGGESTIONS**

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Dean/Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Employee signature indicates that the evaluation was reviewed and discussed. It does not necessarily indicate agreement.*