

Employee Information

Name	Department
	January 1 - December 31, 2023
Job Title	Evaluation Period
Total Years In Current Position	Supervisor

Instructions

This form must be completed on all full-time employees hired by **November 1 in the preceding year**.

Employees are rated in three major performance categories: performance factors, behavioral traits, and supervisory factors. Please adhere to the following guidelines:

1. Provide this form to your employees for a self-evaluation to be turned in prior to your evaluation meeting. (Supervisor Option)
2. Complete the Performance Factors and Behavioral Traits section for all employees. Meet with each employee to go over the evaluation and performance rating.
3. Under Supervisory Factors, select N/A if the evaluated employee does not serve in a supervisory capacity.
4. Provide comments for any of the following ratings:
 - a. (1) Unacceptable
 - b. (2) Needs Improvement
 - c. (5) Superior
5. Return the original form to the Human Resource office and distribute a copy of the form to the employee. **Evaluations are due to HR by March 31.**

The following rating scale guide will assist the evaluator in assigning the most appropriate measurement of the employees' performance.

- | | |
|-------------------------------|--|
| 1 Unacceptable | Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment. |
| 2 Needs Improvement | Occasionally fails to meet job requirements; performance must improve to meet expectations. |
| 3 Meets Expectations | Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required. |
| 4 Exceeds Expectations | Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well. |
| 5 Superior | Consistently exceeds job requirements; this is the highest level of performance that can be attained. |
| Developing | Employee has not been in the evaluated job capacity for a sufficient amount of time to be fully evaluated. |

Part I: Performance Factors

Marking Instructions

Please check the box that indicates the appropriate level of performance for each factor.

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
A. Knowledge, Skills, and Abilities Does the employee demonstrate the required level of job knowledge and/or skills and use established techniques, materials, and equipment needed to perform this job? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Quality of Work Does the employee complete assigned tasks accurately and adhere to the standards and guidelines of the department and the college? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
C. Management of Work Does the employee demonstrate the ability to manage several responsibilities simultaneously, perform work in a productive and timely manner, and meet work schedules? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Part I: Performance Factors (continued)

	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Superior	Developing
	1	2	3	4	5	
D. Work Behavior Does the employee display a positive, cooperative attitude toward work assignments and requirements? Does the employee respond to new ideas and approaches and to constructive feedback favorably? How well does the employee handle stressful situations calmly with tact? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
E. Communication Does this employee express ideas clearly—both oral and written—listen well, and respond appropriately to instructions/assignments? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Part II: Behavioral Traits

Marking Instructions

Please check the box that indicates the appropriate level of performance for each factor.

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
A. Cooperation Does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others with a willingness to help as needed? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Initiative Does the employee seek and assume greater responsibility, monitor projects independently, and always look for ways to improve or maximize work processes or results? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
C. Attendance/Punctuality Does the employee exhibit reliable attendance? Does the employee arrive to work on time and stay on established schedule? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Part III: Supervisory Factors

N/A (Please check the N/A box if this position does not have supervisory responsibilities)

Marking Instructions

Please check the box that indicates the appropriate level of performance for each factor.

	Unacceptable 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Developing
A. Leadership Does the employee demonstrate effective supervisory abilities, gain respect and cooperation, inspire and motivate, and direct the team toward common goals? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
B. Planning and Organizing Does the employee organize work, establish appropriate priorities, anticipate future needs, and carry out departmental assignments effectively? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
C. Personnel Management Does the employee serve as a role model by providing guidance and opportunities to their staff for development and advancement and resolving work-related conflicts and employee problems promptly? Does the employee delegate duties accordingly to meet team objectives? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
D. Communication Does the employee communicate appropriately with team members in a clear, concise, accurate, and timely manner? Does the employee actively listen to understand concerns and solicit feedback? Comments:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Part IV: Overall Performance

Marking Instructions

Rank and comment on the overall performance of the employee. This is not an average of previous scores; it should reflect the performance factors, behavioral traits, and, if applicable, the supervisory factors.

Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Superior	Developing
1	2	3	4	5	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

A. Overall Performance

Part V: General Comments

Professional Development

•The employee has completed _____ number of professional development hours during the review period.

**Administrators are required to complete 20 hours per fiscal year; staff is required to complete 10 hours per fiscal year.*

Supervisor's Signature

Date

To the Employee

I have reviewed this document and discussed the contents with my supervisor. My signature is an acknowledgment that I have received the evaluation and not necessarily an agreement of its content.

Employee's Signature

Date