#### EMPLOYEE ANNUAL PERFORMANCE EVALUATION

#### **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.

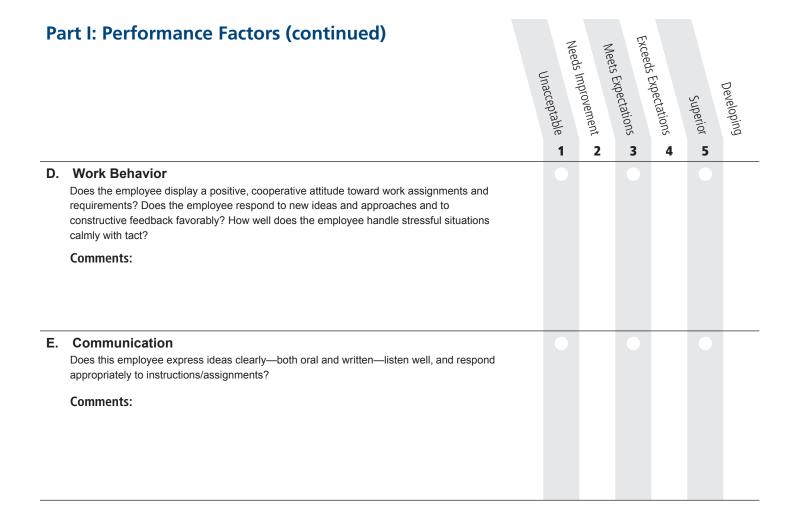
Employees are rated in three major performance categories: performance factors, behavioral traits, and supervisory factors. Please adhere to the following guidelines:

- 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 '	Meets Experiment				neveloping
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:	1	2	3	4	5	
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:	•		•		•	
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:			•		•	



Part II: Behavioral Traits					
Marking Instructions Please check the box that indicates the appropriate level of performance for each factor.	Unacceptable 1	Meets Expectations 3	Developing Superior 5  Superior 5		
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:		•			
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:	d	•			
C. Attendance/Punctuality  Does the employee exhibit reliable attendance? Does the employee arrive to work on time and stay on established schedule?  Comments:		•			

Pa	Part III: Supervisory Factors				
	N/A (Please check the N/A box if this position does not have supervisory responsibilities)	leeus II	Meets F	ceeds F	
Marking Instructions Please check the box that indicates the appropriate level of performance for each factor.		Unacceptable 1	Meets Expectations  Ar Improvement 2	Exceeds Expectations 4	Developing Superior <b>5</b>
Α.	Leadership  Does the employee demonstrate effective supervisory abilities, gain respect and cooperation, inspire and motivate, and direct the team toward common goals?	•			•
	Comments:				
В.	Planning and Organizing  Does the employee organize work, establish appropriate priorities, anticipate future needs, and carry out departmental assignments effectively?	•			•
	Comments:				
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:	•			
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:	•			

EMPLOYEE ANNUAL PERFORMANCE EVALUATION

**Date** 

# 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. 1 2 3 4 5 A. Overall Performance

#### **Part V: General Comments**

evaluation and not necessarily an agreement of its content.

**Employee's Signature** 

<b>Professional Develop</b>	ment		
•The employee has completed	number of professional development hours during the revie	v period.	
*Administrators are required to comp	plete 20 hours per fiscal year; staff is required to complete 1	) 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