



Staff Performance Evaluation

Statement of Purpose: The purpose of this performance evaluation is to provide an opportunity for open, candid communication between employee and supervisor. Information gleaned from these discussions will be used in administrative decisions, such as salary review and promotion opportunities.

Employee Information

Today's Date

From:

To: [Period Covered]

Employee's Name

Employee's Position/Title

Department

Employment Date:

Section I. General Performance and Self-Evaluation - by Employee

Employee receives a copy of this form along with current job description. After reviewing the job description, employee completes Section I and Ia and gives this form to supervisor.

Section II. General Performance Evaluation of Employee - by Supervisor

Supervisor receives this form along with the current job description from the employee. After reviewing the job description, supervisor fills out Section II and IIa., then meets with employee.

Section III. Collaborative Evaluation of Employee

Employee and supervisor meet and discuss the employee's performance. [Please attach any other evaluation tools.] Overall Performance Record (Section III) is completed by supervisor. Employee has opportunity to respond in writing during or after the meeting, in Section IV. At the end of the meeting, both employee and supervisor sign Section V.

SECTIONS I & II. General Performance Factors

E Exceeds Expectations: Exceeds performance objectives on a regular basis; errors are infrequent and typically detected and corrected by employee. Shows great initiative and goes above and beyond job expectations. Supervisor provides supporting comments.

M Meets Expectations: Consistently meets the requirements of the job. Employee is a competent, productive, and valued member of the team. Employee adequately understands and supports department and college goals and performs duties at expected level.

N Needs Improvement: Employee does not adequately accomplish all objectives or fulfill all responsibilities; must improve performance within a designated time period. Rating may also be appropriate for recently assigned tasks--taking into consideration employee is still learning.

U Unsatisfactory: Deficient performance; rarely meets expectations. Performance at this level is clearly unacceptable and cannot continue. A specific plan for bringing performance to an acceptable level should be clearly outlined.

NR Not Rateable: Is not part of the job responsibilities or is non-rateable.

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Section I. Employee's Self-Evaluation

Employee evaluates self in each category with a checkmark.	E	M	N	U	NR
1. Attendance: Is reliable in attendance.					
2. Attitude: Displays a positive attitude.					
3. Communication: Listens effectively and responds clearly and directly. Seeks clarification where necessary.					
4. Community: Demonstrates behaviors that support an inclusive and diverse community.					
5. Creativity: Proposes ideas--finds new and better ways of doing things.					
6. Customer Service: Displays strong customer service orientation.					
7. Empathy: Demonstrates sensitivity to the feelings of others.					
8. Initiative: Self-starter. Assumes responsibility without being asked.					
9. Institutional Commitment: Supports the Triad Mission of the College.					
10. Job Knowledge: Demonstrates knowledge and skills required to perform the job.					
11. Problem Solving: Anticipates & prevents problems. Overcomes obstacles. Generates solutions.					
12. Productivity: Completes job tasks in a timely manner.					
13. Quality: Performs work duties correctly, accurately, and thoroughly.					
14. Reliability: Can be relied upon to complete tasks and follow through.					
15. Safety Factors: Observes safety rules and does not take unnecessary risks. Learns about hazards.					
16. Sustainability: Participates in the sustainable practices of the College.					
17. Teamwork: Contributes to positive, collaborative working relationships.					

Appraisal of Supervisory Skills. Employee completes this section, in addition to above, if he/she supervises other employees or students.

18. Ability to Delegate: Gives another person the authority and responsibility to carry out a task.					
19. Development: Creates opportunities for professional growth.					
20. Impartial and fair treatment of employees or students.					
21. Leadership: Communicates a clear vision and understanding of the broader context and communicates priorities to subordinates. Inspires others to work at peak performance.					
22. Open to Feedback.					
23. Relationship-building Skills: Works effectively with others and establishes and maintains effective relationships in order to achieve results.					
24. Sense of Responsibility: Shows proper responsibility for his or her own performance as well as for the work of others.					

Section I a. Employee's Narrative Self-Evaluation

Achievements Year-to-Date: Please refer to current goals, if any, and position description. Include any areas from above that exceed expectations. Attach separate sheets if necessary. _____

Areas Needing Improvement. Attach separate sheets if necessary.

Goals for the future. Attach separate sheets if necessary. _____

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Section II.	Supervisor's Evaluation of Employee	Page 3.
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Supervisor evaluates employee in each category with a checkmark.	E	M	N	U	NR
1. Attendance: Is reliable in attendance.					
2. Attitude: Displays a positive attitude.					
3. Communication: Listens effectively and responds clearly and directly. Seeks clarification where necessary.					
4. Community: Demonstrates behaviors that support an inclusive and diverse community.					
5. Creativity: Proposes ideas--finds new and better ways of doing things.					
6. Customer Service: Displays strong customer service orientation.					
7. Empathy: Demonstrates sensitivity to the feelings of others.					
8. Initiative: Self-starter. Assumes responsibility without being asked.					
9. Institutional Commitment: Supports the Triad Mission of the College.					
10. Job Knowledge: Demonstrates knowledge and skills required to perform the job.					
11. Problem Solving: Anticipates & prevents problems. Overcomes obstacles. Generates solutions.					
12. Productivity: Completes job tasks in a timely manner.					
13. Quality: Performs work duties correctly, accurately, and thoroughly.					
14. Reliability: Can be relied upon to complete tasks and follow through.					
15. Safety Factors: Observes safety rules and does not take unnecessary risks. Learns about hazards.					
16. Sustainability: Participates in the sustainable practices of the College.					
17. Teamwork: Contributes to positive, collaborative working relationships.					

Appraisal of Supervisory Skills. Supervisor completes this section, if employee supervises other employees or students.

18. Ability to Delegate: Gives another person the authority and responsibility to carry out a task.					
19. Development: Creates opportunities for professional growth.					
20. Impartial and fair treatment of employees or students.					
21. Leadership: Communicates a clear vision and understanding of the broader context and communicates priorities to subordinates. Inspires others to work at peak performance.					
22. Open to Feedback.					
23. Relationship-building Skills: Works effectively with others and establishes and maintains effective relationships in order to achieve results.					
24. Sense of Responsibility: Shows proper responsibility for his or her own performance as well as for the work of others.					

Section II a.	Supervisor's Narrative	
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Achievements Year-to-Date: Please refer to current goals, if any, and position description. Include any areas from above that exceed expectations. Attach separate sheets if necessary. _____

Areas Needing Improvement. Attach separate sheets if necessary.

Goals for the future. Attach separate sheets if necessary. _____

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Section III. Overall Performance Record

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Exceeds Expectations

Meets Expectations

[To be filled out during the interview.]

Needs Improvement

Unsatisfactory

Not Rated

Section IV. Employee's Response to Performance Appraisal

[Attach separate sheet(s) if necessary. Return to Supervisor with copy to H.R.]

Section V. Approval Signatures

Signature of Employee

Date

[Your signature indicates that you have reviewed and discussed your performance review with your supervisor. It does not necessarily mean that you agree with the comments. If you disagree with the comments or ratings, you may explain in the Employee Response Section IV. above.]

Signature of Supervisor

Date

Signature of Appropriate Member of Ad Council

Date

Section VI. Received by Human Resources

Initials of Human Resources Director

Date

Original in Human Resources File / Copy to Employee / Copy to Supervisor