

Shorter College Staff Performance Evaluation

Employee Name _____ Evaluation Date _____

Evaluator name(s): _____

Evaluation Period _____ Date since last review _____
 (Check one): _____ 6 month review
 _____ Annual review
 _____ Other

Job Title: _____ Years in Job _____

This Performance Evaluation links the college's expectations of professional staff to actual performance. The principal objective of the evaluation is to assist in professional development by identifying strengths and areas for improvement. Evaluations enable management to assess an individual's job performance and determine appropriate promotion opportunities and compensation.

Performance Evaluation Ratings:

- 4 – Exceeds Requirements
- 3 – Meets Requirements
- 2 – Needs Improvement
- 1 – Unsatisfactory

PERFORMANCE FACTORS	EMPLOYEE RATING	SUPERVISOR RATING	COMMENTS/AREAS FOR IMPROVEMENT
<u>Attendance & punctuality</u> Consider the number of absences, work arrival and departures, lunch periods and breaks, use of annual and sick leave in accordance with College policy.			
<u>Dependability/Reliability</u> Employee can be counted on to carry out instructions and responsibilities; meets commitments; works independently (the degree of supervision necessary to complete work); handles change; stays focused under pressure.			
<u>Interpersonal relations</u> How well does the employee get along with other individuals in the performance of job duties? Consider effectiveness of relations with co-workers, subordinates, supervisor and if applicable, students, faculty, staff and the public in the handling of position responsibilities. Consider the employee's cooperativeness, tact and courtesy.			

Employee Name _____ **Date** _____

<p><u>Job Understanding</u> Employee understands job duties and responsibilities; possesses sufficient skill and knowledge to perform all parts of the job effectively efficiently, and safely; understands and promotes department mission and values; makes an active effort to stay current with new developments.</p>			
<p><u>Organizational Skills</u> Employee possesses the ability to prioritize workload; ability to manage information flow (including internet, volunteer, and external communication, and filing/documentation).</p>			
<p><u>Quality</u> Employee is attentive to detail and accuracy; demonstrates thoroughness, completeness, follow through on presentation and appearance of work.</p>			
<p><u>Communication Skills</u> Employee listens effectively and responds clearly and directly; makes effective oral and written communication clear and easy to understand; interacts with others in a helpful and informative manner.</p>			
<p><u>Professionalism</u> Employee promotes and treats peers with mutual respect; demonstrates integrity and deals well with ethical and confidential issues; demonstrates commitment to the College's stated mission and goals; deals appropriately with confidential information and maintains discretion.</p>			
<p><u>Motivation</u> Employee displays drive, energy and a positive attitude in completing assigned tasks; eagerly takes initiative; handles several responsibilities concurrently and comfortably.</p>			
<p><u>Interpersonal Skills and Teamwork</u> Employee works effectively with other employees/departments; develops positive working relationships; helps improve work processes; helps to accomplish specific tasks.</p>			

Employee Name _____ Date _____

<u>Computer Skills</u> Employee possesses computer skills and knowledge to perform job duties and responsibilities.			
<u>Planning Skills</u> Employee possesses ability to establish short and long-term goals and objectives; ability to develop a well-defined plan according to established goals and objectives; ability to execute a plan in an organized fashion.			
<u>Leadership and Staff Development</u> Employee influences others to achieve department and organizational goals; promotes ethical behavior; provides on the job training and development; provides timely and constructive feedback; encourages and enhances teamwork.			

Most successful job accomplishment(s) since last performance period: _____

Key strength(s) of employee _____

Specific Area(s) for improvement / development _____

EVALUATION SUMMARY

Employee Name _____ Date _____

The Evaluation Summary is an overall rating and should include both supervisor and employee comments.

Select rating for overall job performance considering all the work factors on evaluation. Supervisor comments are required if the overall job performance level is unsatisfactory.

Overall Job Performance

Exceeds Requirements Meets Requirements Needs Improvement Unsatisfactory

Supervisor Comments

TO BE COMPLETED BY EMPLOYEE BEING EVALUATED

I was given the opportunity to review and discuss my position description.

Yes No

I was given the opportunity to review and discuss the job responsibilities and work standards to be rated during the next evaluation cycle.

Yes No

If the position description was revised for the upcoming year, I received an updated copy.

Yes No No revisions necessary

Employee Comments (optional)

Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the supervisor.)