 **PERFORMANCE EVALUATION**

**PART-TIME NON-UNIT EMPLOYEES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Employee ID #:** |  |
|  |  |  |  |
| **Title:** |  | **Department:** |  |
| **Hire Date:** |  | **Date Started in Position:** |  |
|  |  |  |  |
| **Evaluation Period:** |  |  |  |

**Performance Review**

* Attach the employee’s current job description. A job description must be created if it does not exist. Please work with the HR Process Improvement Specialist to develop a job description.
* Provide the evaluation form to the employee and have them complete each section by indicating the appropriate numerical value and providing any comments.
* The supervisor will next rate the employee’s level of performance, using the definitions below.
* The supervisor will review each performance factor with the employee, which will be used to evaluate their performance.
* Comments must be added in each comment section.
* Give an overall rating in the space provided, using the definitions below as a guide.
* Forward the evaluation form to the appropriate Vice President for signature.
* Submit the evaluation form to Human Resources.
* Provide a copy of the final evaluation and current job description to the employee.

**PERFORMANCE RATING DEFINITIONS**

**BELOW EXPECTATIONS (1):** Marginal/unacceptable performance. Requires weekly review and a Performance Improvement Plan (PIP). Significant improvement is required.

**PARTIALLY MEETS EXPECTATIONS (2):** Requires some development and should be connected to a Performance Improvement Plan (PIP).

**FULLY MEETS EXPECTATIONS (3):** Completes duties of each and every specified job function in an appropriate and satisfactory manner.

**EXCEEDS EXPECTATIONS (4):** Consistently exceeds job requirements with outstanding overall performance.

**SECTION I: JOB RESPONSIBILITIES**

**JOB KNOWLEDGE**

Demonstrates knowledge, skills, and abilities to perform the core competencies of the position (refer to job description.)

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**Proficiency in Work**

Demonstrates their knowledge and skills in the execution of duties.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**RESPONSIVENESS/ACCOUNTABILITY**

Results oriented and assumes responsibility and accountability for work/own actions and that of subordinates.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**SECTION II: LEADERSHIP AND MANAGEMENT SKILLS**

**INNOVATION**

Originates and develops innovative approaches for improving services and processes.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**DECISION MAKING**

Uses critical thinking skills when exercising professional judgment to make sound and timely decisions.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**COMMUNICATION**

Ability to communicate complex information clearly and concisely in written and oral form. Maintains constructive relationships.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**TEAMWORK**

Willingness to work harmoniously with others in getting a job done. Respects the rights of other employees and exhibits a cooperative attitude.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**SUPERVISORY SKILLS (IF APPLICABLE)**

Counsels, develops, and evaluates subordinates effectively. Promotes and encourages staff development through training opportunities, adequate supervision, and evaluation.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**SECTION III: COMMITMENT TO COLLEGE AND COMMUNITY**

**INTEGRITY**

Conducts self in professional, ethical manner and sets an example for peers, subordinates, and superiors.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**COLLEGE MISSION AND STRATEGIC PLAN**

Understands the mission and strategic plan of the college and their role in accomplishing it.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**SERVES COLLEGE COMMUNITY/COMMITMENT TO COLLEGE COMMUNITY**

Participates in college wide committees and/or community events.

|  |  |
| --- | --- |
| **Rating** | **1 2 3 4 N/A** |
| **Employee Assessment** |  |
| **Supervisor Assessment** |  |

**Employee Comments:**

**Supervisor Comments:**

**EMPLOYEE COMMENTS (If additional space is needed please attach sheet)**

**Noteworthy strong areas of present performance:**

**Areas requiring improvement in job performance:**

**SUPERVISOR COMMENTS (If additional space is needed please attach sheet)**

**Noteworthy strong areas of present performance:**

**Areas requiring improvement in job performance:**

**EMPLOYEE GOALS (If additional space is needed please attach sheet)**

**List goals for upcoming year:**

**To what extent have previous year’s goals been accomplished?**

**SECTION IV: OVERALL PERFORMANCE RATING**

Cumulative Score:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Divided by 11 or number of performance ratings minus any N/A:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select one category below:

\***1 2 3 4**

**Below Partially Fully Exceeds**

**Expectations Meets Expectations Meets Expectations Expectations**

\*In order to address “below expectations” performers, Supervisor must submit a detailed Performance Improvement Plan (PIP) to the Department Head and Human Resources, prior to the performance discussion with the employee.

**Revised/Approved Job Description attached:  No  Yes**

**Performance Improvement Plan (PIP) attached:**  **N/A**  **Yes**

**SIGNATURES:** Signature acknowledges that this form was discussed and reviewed. Signature does not indicate agreement.

**Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**