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| **Red Rocks Community College – CLASSIFIED PERFORMANCE PLAN AND EVALUATION** | | | | | | |
| PLANNING/EVALUATION PERIOD: April 1, 2022 thru July 31, 2023 ANNUAL INTERIM | | | | | | |
| Employee Name: Click here to enter text.  Employee SNumber: Click here to enter text.  Employee Title: Click here to enter text. | | | | Department: Click here to enter text.  Supervisor: Click here to enter text.  Supervisor SNumber: Click here to enter text. | | |
| **PERFORMANCE PLANNING SECTION -** To prepare the performance plan, supervisors & employees should:   * Review RRCC and Division mission/goals * Identify performance factors, standards and other expectations that will be included in plan. * Establish and discuss performance objectives   I agree**□** / disagree**□** with this plan. If you disagree, why? Click here to enter text. | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee signature Date | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor signature Date | | | |
| **MID-YEAR EVALUATION SECTION** - to be completed by supervisor with employee   * Review performance to date relative to established performance plan. * Revise performance plan as needed. | | | | | | |
| Date of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Employee initials: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | Supervisor initials: \_\_\_\_\_\_\_\_\_\_\_\_ |
| **PERFORMANCE EVALUATION SECTION** – to complete the evaluation, the following steps should be followed   * Supervisor completes evaluation and submits to reviewer. * Reviewer discusses with supervisor and provides feedback, if needed. Reviewer signature is required. * Final evaluation discussed with employee. Employee and supervisor signatures are required. * Final, signed evaluation submitted to Human Resources by established deadline. | | | | | | |
| **FINAL EVALUATION –** Refer to RRCC Performance Management Program for full definitions. | | | | | | |
| **Level 1 – Unacceptable**  Performance and/or behavior do not meet minimum job expectations. Employee does not meet key goals and/or does not demonstrate competence in critical job skills. Immediate and sustained performance improvement is needed. | **Level 2 – Needs Improvement**  Performance and/or behavior do not consistently meet minimum expectations of what is expected. Employee shows capability and willingness to progress but may require development in a key skill area(s) to be fully effective in the role. | | | | **Level 3 – Effective**  Reliably and consistently meets all the expectations, standards, requirements, and objectives of position. Demonstrates organizational values, willingness and ability to grow for the benefit of the Department. Performance meets expectations. | |
| **Level 4 – Highly Effective**  Highly effective performance through significant contributions and impacts on the goals of the Department. Consistently models values to others and performance exceeds the expectations of the position. Colleagues rely on employee for advice on process or subject matter expertise. All goals, objectives, and targets are consistently achieved above the established standards. | | | **Level 5 – Exceptional**  Consistently makes extraordinary contributions through superior performance on key goals, serves as a role model of organizational values, and contributes significantly to the mission. Peers, supervisors, and others recognize and depend on employee’s level of performance. Extraordinary level of achievement and commitment in terms of quality, time, technical skills, knowledge, ingenuity, creativity, and initiative. Demonstrates exceptional job mastery in all major areas of responsibility. | | | |
| I agree**□** / disagree**□** with this evaluation. If you disagree, please attach a written response as to why.   |  |  | | --- | --- | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee signature Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor signature Date | |  |  | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reviewer signature Date |  | | \***General Information Regarding Dispute Resolution**: An employee who disagrees with their plan or evaluation may have such reviewed via the RRCC Performance Management Dispute Process. Refer to RRCC Performance Management Dispute Process (located on the RRCC intranet) for specific information on the dispute resolution process. | | | | | | | | |

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| **CORE COMPETENCIES**  Core competencies and their definitions should remain consistent for each employee. However, the performance expectations may be tailored as needed. |

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| **JOB KNOWLEDGE:** Employee is skilled/competent in job-specific knowledge necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. Examples include:   * Demonstrates skill in the application of occupational knowledge for areas of responsibility * Maintains currency on relevant changes or updates required to perform the job * Takes opportunities to expand, enhance and/or increase knowledge of relevant job skills * Provides a consistently acceptable level of quality, quantity, and timeliness of work | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |
| ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | |

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| **CUSTOMER SERVICE/INTERPERSONAL SKILLS:** Works effectively with internal and external customers to satisfy service and product expectations. Interacts effectively with others to establish and maintain smooth working relationships. Examples include:   * Understands customer from their point of view, anticipates needs & attempts to meet those needs * Responds to customers in a manner that is timely, prompt, courteous, accurate and professional * Works in a collaborative manner and offers assistance/pitches in without being prompted * Treats others with respect, courtesy, tact, and diplomacy, particularly in difficult situations and resolves conflict appropriately * Practices in a non-discriminatory manner and is open to differing opinions and ideas | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |
| ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | |

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| **COMMUNICATION (ORAL/WRITTEN):** Effectively communicates by actively listening and sharing relevant information with co-workers, supervisors, and customers so as to anticipate problems and ensure the effectiveness of RRCC. Examples include:   * Readily keeps others informed and shares information as necessary for them to perform their jobs * Listens effectively and appropriately responds/reacts to communications received * Written communication demonstrates appropriate use of language, grammar and organization * Oral communication is organized, straightforward, and effective * Adapts communication methods to respond to different audiences | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |
| ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | |
| **ACCOUNTABILITY/INTEGRITY:** Employee’s work behaviors demonstrate responsible personal and professional conduct, which contribute to the overall goals and objectives of RRCC. Examples include:   * Employee is a self-starter and displays drive and energy * Conveys a positive and professional image of RRCC to others * Demonstrates high ethical standards in all areas (e.g., work hours, confidentiality, use of resources) * Supports management decisions and accepts direction with a positive attitude * Fulfills obligations, keeps commitment to others, and takes responsibility for actions | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |
| ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | |

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| **SUPERVISION/HUMAN RESOURCES MANAGEMENT (for supervisors only):** Implementation of performance management for subordinate staff (plans, progress reviews, evaluations, etc.) Examples include:   * Makes expectations clear and provides guidance, coaching, and tools as needed * Supports employee development by making training and other growth opportunities available * Empowers employees to complete tasks independently and delegates work appropriately * Address performance appropriately by recognizing quality work and addressing concerns * Completes formal performance planning and evaluations effectively and timely | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |
| ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | |

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| **INDIVIDUAL PERFORMANCE OBJECTIVES (IPOs)**  IPO’s should generally be consistent with RRCC, Division and work unit goals and objectives. IPOs should be specific, measurable, achievable, results-oriented and time bound. **At least one IPO is required and more may be added**. | |
| ***IPO 1 DESCRIPTION:*** Click here to enter text.  *List expectations, standards, objectives, evaluation criteria:*  Click here to enter text.  ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |
| ***IPO 2 DESCRIPTION:*** Click here to enter text.  *List expectations, standards, objectives, evaluation criteria:*  Click here to enter text.  ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |
| ***IPO 3 DESCRIPTION:*** Click here to enter text.  *List expectations, standards, objectives, evaluation criteria:*  Click here to enter text.  ***Supervisor’s Evaluation****: List performance accomplishments, areas for development, results, examples, etc.*  Click here to enter text. | Rating:  Unacceptable  Need Improvement  Effective  Highly Effective  Exceptional |

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| **SUPERVISOR COMMENTS:**  Click here to enter text. |
| **EMPLOYEE COMMENTS:**  Click here to enter text. |
| **REVIEWER COMMENTS:**  Click here to enter text. |