

Performance Planning and Evaluation for Administrators and Technical Professionals

Employee Name	Department
Employee Job Title	Social Security Number
Supervisor Name	Evaluation Period From: _____ To: _____
	Reason for Evaluation ____ Annual ____ Other (Please Specify) _____

Planning Phase

I agree disagree with these performance goals and standards.
(circle one)

Employee Signature Date

EVALUATION PROCESS

Planning Phase
Within the first month of the evaluation period, the supervisor and employee meet to discuss the job duties and establish performance goals for the year. Job duties and goals should be documented in the appropriate sections along with performance expectations.

Progress Review Phase
At midyear or as often as deemed necessary, the supervisor and employee meet to discuss performance and to decide if goals need to be revised. The supervisor provides feedback to the employee on the accomplishment of established job duties and goals.

Year-End Evaluation
At the end of the evaluation period, the supervisor and next level supervisor complete and sign the performance evaluation form prior to reviewing with the employee. The supervisor and employee meet to discuss the evaluation and overall rating. If the employee disagrees with the year-end evaluation rating, he/she shall explain the disagreement in the “Employee Comments” section and may attach more pages if necessary.

Job Duties

Job Duty:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Job Duty:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Job Duty:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Job Duty:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Performance Goals

Performance Goal:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Performance Goal:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Performance Goal:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Performance Goal:

Performance Expectation:

Summary of Employee's Performance:

Unsatisfactory

Needs Improvement

Meets Expectations

Exceeds Expectations

Meritorious

Employee Competencies

Interpersonal skills

Employee interacts effectively with others to establish and maintain smooth working relations.

Summary of Employee's Performance:

<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meritorious
---	--	---	---	--------------------------------------

Communication

Employee effectively communicates by actively listening and sharing relevant information with co-workers, supervisor(s) and customers so as to anticipate problems and ensure the effectiveness of the department.

Summary of Employee's Performance:

<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meritorious
---	--	---	---	--------------------------------------

Accountability

Employee's work behaviors demonstrate responsible personal and professional conduct, which contribute to the overall goals and objectives of the department.

Summary of Employee's Performance:

<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meritorious
---	--	---	---	--------------------------------------

Customer Service

Employee works effectively with internal/external customers to satisfy service/product expectations.

Summary of Employee's Performance:

<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meritorious
---	--	---	---	--------------------------------------

Job Knowledge

Employee is skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.

Summary of Employee's Performance:

<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Meritorious
---	--	---	---	--------------------------------------

Progress Review Comments:

Employee Signature

Date

Supervisor Signature

Date

Overall Performance Summary:

Employee Signature

Date

Supervisor Signature

Date

Overall Evaluation/Rating – Please check (✓) one box.

- Meritorious – Performance surpasses the overall job requirements and expectations. Continuously performs in a manner consistent with the College’s mission, strategic initiatives and operational objectives.**
- Exceeds Expectations – Performance is better than established standards or expectations. Goals and expected results are exceeded.**
- Meets Expectations – Performance fully satisfies the requirements of the job. Quality and quantity of work meets requirements of the job. Goals and expected results are achieved.**
- Needs Improvement – Performance falls short of the standards established for the job. Work may be of variable quantity and quality or may be consistently short of the mark. Goals are usually not achieved.**
- Unsatisfactory – Performance is not meeting the expectations of the job. Goals are consistently not achieved.**

I agree/disagree with the overall evaluation rating.
(circle one)

Employee Signature

Date

Supervisor Signature

Date

Next Level Supervisor Signature

Date

Human Resources Signature

Date

Employee Comments – what do you need to do your job better? (Optional):