

Employee Name	Department
Job Title	Evaluation Period
Supervisor	Employee SID

Job Description on File and Reviewed

Prior Year's Goals:

Briefly describe goals/operational plan objectives for the employee. Were the goals/operational plan objectives achieved? If not, explain why? *Attach additional pages if needed.*

Goal 1:
Goal 2:
Goal 3:
Goal 4:

Performance Rating Scale

5 OUTSTANDING	4 EXCEEDS JOB EXPECTATIONS	3 MEETS JOB EXPECTATIONS	2 NEEDS IMPROVEMENT	1 UNSATISFACTORY
Performance that consistently exceeds the requirements of the position. Individual continuously makes extraordinary contributions to objectives of the unit and organization. Always gets results far beyond what is required.	Performance that exceeds the requirements of the position. Individual consistently generates high quality results well above position requirements, particularly in critical and important performance areas. Goes above and beyond expectations	Performance that is consistent with the expectations, standards, and requirements of the position. Consistently meets objectives, fully utilizes abilities and experiences to produce the desired results that are expected from a qualified employee. Tasks are completed on time.	Performance that is below what is expected of the position and requires improvement. Individual requires frequent guidance, supervision and follow-up. . Needs improvement in quality of work. Completes tasks, but not on time.	Performance that does not meet the minimum requirements of the position and the necessary improvements have not been forthcoming. Does not perform required tasks. Requires constant supervision.

GENERAL COMPETENCIES

	(5) = Exceptional	(4) = Exceeds Expectations	(3) = Meets Expectations	(2) = Needs Improvement	(1) = Unsatisfactory
Job Knowledge					
Demonstrates required job skills and knowledge.					
Follows policies/protocols in carrying out job responsibilities					
Participates in training programs, takes advantage of educational opportunities, reads professional publications to stay current on new developments and methods related to the position.					
Planning and Management					
Effectively managed the financial performance of operating budgets.					
Planning: Demonstrates ability to plan and schedule work activities effectively, arranges workload to resources available to get desired result, allows flexibility in planning to accommodate changing needs by adopting alternate plans and copes well with unexpected occurrences through proper planning.					
Problem Solving: Demonstrates ability to recognize potential problems and develops solutions. Can demonstrate problem solving skills.					
Time Management: Organizes work to use time effectively and efficiently.					
Performance					
Meeting Deadlines: Works effectively under heavy workload and meets agreed-upon stated deadlines.					
Decision Making: Demonstrates effective decision making skills. Makes suggestions, provides alternatives when making recommendations and demonstrates initiative in executing directed tasks.					
Goals and Objectives: Sets goals and objectives consistent with SVC annual planning process and develops plans to achieve the desired goals. Achieves set objectives.					
Communication and Customer Service					
Demonstrates ability to interact positively with administration, faculty, supervisors, peers, co-workers, subordinates, students and visitors					
Demonstrates effective oral and written communication skills and conveys information in a clear and concise manner.					
Open to Constructive Criticism					
Professional Conduct and Commitment to Equity and Inclusion					
Accountability – Accepts responsibility for actions and accomplishments.					
Able to juggle competing priorities without sacrificing quality/accuracy.					
Meets Attendance Requirements					
Actively models the Mission, Vision and Guiding Principles on a daily basis.					
Demonstrates adherence to EEO.					

Embraces Diversity, Equity and Inclusion procedures, best practices and policies					
Promotes and participates in departmental and college-wide diversity, equity and inclusion initiatives.					
Supervision or Lead (if applicable)					
Delegates authority to subordinates, clearly explains work instructions and follows plans.					
Visualizes, creates, communicates and sustains a positive environment. Promotes teamwork and cooperation.					
Effectively motivates, coaches, develops and evaluates subordinates.					
Cooperates with subordinates to accomplish work assignments effectively and efficiently, helps create and maintain good working relationships, provides effective assistance, training and back-up, and provide a system of written and oral communication.					

Overall Performance Assessment

Evaluate employee's overall performance by providing feedback in the areas of Strengths, Recommendations for Improvement, Positive Contributions and Accomplishments. Be as specific as possible, citing actual examples of the employees work (i.e. successful committee work, participation and involvement in campus related student or community activities. continuing education, professional development activities, participation in professional organizations, involvement in training programs, degrees, licenses, awards, honors, and reputation in professional field). When completing this section, keep in mind the key professional duties outlined in the job description as well as the guiding principles. *Attach additional pages if needed.*

Upcoming Year's Goals/Work Plan

Briefly describe the upcoming year's top strategic priorities. *Attach additional pages if needed.*

Goal 1:

Goal 2:

Goal 3:

Goal 4:

Professional Development

List specific areas in which the employee might benefit from additional training/professional development. Set realistic goals that can be accomplished within a specific time frame. *Attach additional pages if needed.*

Training/Professional Development Goal 1:

Training/Professional Development Goal 2:

Training/Professional Development Goal 3:

EMPLOYEE COMMENTS

Utilize this space to provide any comments regarding this assessment and/or the assessment process. Attach additional page if needed.

ACKNOWLEDGMENT

I have read this evaluation, received a copy, and have discussed it with the evaluator. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Date

Evaluator/Supervisor Signature

Date