

APPENDIX E
SYSTEM-WIDE PROFESSIONAL EVALUATION FORM
PERFORMANCE REVIEW
NON-UNIT PROFESSIONAL

NAME:	<input type="text"/>	DEPT:	<input type="text"/>
TITLE:	<input type="text"/>		
DATE OF HIRE:	<input type="text"/>	DATE STARTED IN POSITION:	<input type="text"/>
EVALUATION PERIOD:	<input type="text"/>		

PERFORMANCE REVIEW

- Attach the employee's current job description.
- Provide the evaluation form to the employee and have him/her 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 with the employee each performance factor used to evaluate his/her performance.
- Comments should be added in each comment section.
- Give an overall rating in the space provided using the definitions below as a guide.
- Forward the evaluation instrument to the appropriate Vice President for signature.
- Submit the Performance Review to Human Resources for approval signature from President Glenn. Include the current (newly revised, if necessary) Job Description.
- Provide a copy of the final evaluation and new 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 Professional 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 1 (Job Responsibilities)

JOB KNOWLEDGE: (Rank from 1 lowest to 4 highest)

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

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 NA

**EMPLOYEE'S
COMMENTS:**

**SUPERVISOR'S
COMMENTS:**

PROFICIENCY IN WORK: (Rank from 1 lowest to 4 highest)

Demonstrates their knowledge and skills in the execution of duties.

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

**SUPERVISOR'S
COMMENTS**

RESPONSIVENESS/ACCOUNTABILITY: (Rank from 1 lowest to 4 highest)

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

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

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**SUPERVISOR'S
COMMENTS**

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SECTION II (Leadership and Management Skills)

INNOVATION: (Rank from 1 lowest to 4 highest)

Originates and develops innovative approaches for improving services and processes..

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

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**SUPERVISOR'S
COMMENTS:**

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DECISION MAKING: (Rank from 1 lowest to 4 highest)

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

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

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**SUPERVISOR'S
COMMENTS:**

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COMMUNICATION: (Rank from 1 lowest to 4 highest)

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

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

**SUPERVISOR'S
COMMENTS:**

TEAMWORK: (Rank from 1 lowest to 4 highest)

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

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

**SUPERVISOR'S
COMMENTS:**

SUPERVISORY SKILLS: (Rank from 1 lowest to 4 highest)

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

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

**SUPERVISOR'S
COMMENTS:**

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**SECTION III (COMMITMENT TO COLLEGE AND COMMUNITY)
DIVERSITY/COMMITTEE WORK/OUTREACH TO COMMUNITY/MISSION AND STRATEGIC PLAN**

INTEGRITY: (Rank from 1 lowest to 4 highest)

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

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

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**SUPERVISOR'S
COMMENTS:**

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COLLEGE MISSION AND STRATEGIC PLAN: (Rank from 1 lowest to 4 highest)

Understands the mission and strategic plan of the college and his/her role in accomplishing it.

Employee Assessment: 1 2 3 4 N/A

Supervisor Assessment: 1 2 3 4 N/A

**EMPLOYEE'S
COMMENTS:**

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**SUPERVISOR'S
COMMENTS:**

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SERVES COLLEGE COMMUNITY/COMMITMENT TO COLLEGE COMMUNITY: (Rank from 1 lowest to 4 highest)
Participates in college wide committees and/or community events.

Employee Assessment:	1	2	3	4	N/A
Supervisor Assessment:	1	2	3	4	N/A

**EMPLOYEE'S
COMMENTS:**

**SUPERVISOR'S
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)

To what extent have previous goals been accomplished?

OVERALL PERFORMANCE RATING:

Cumulative:

Divided by 11 or number of performance rating:

Check one category below:

- 1: Below Expectation** **2: Partially Meets Expectations** **3: Fully Meets Expectations** **4: Exceeds Expectations**

*Manager must submit to the Department Head and Human Resources, prior to the performance discussion with the employee, a detailed plan to address “below expectation” performers.

SECTION IV ADDITIONAL INFORMATION

Additional information may be inserted at the discretion of the local campus president

SIGNATURES: Signatures acknowledge that this form was discussed and reviewed.

Employee:

Date:

Supervisor:

Date:

Vice President:

Date:

President:

Date: