



**JOB PERFORMANCE EVALUATION FORM
EXEMPT POSITIONS**

Name: _____

Title: _____

Evaluation Period: _____

Date of Review: _____

Supervisor: _____

Job Description Review

Does the current job description properly describe the duties and responsibilities of this position? Yes No

Are there significant duties or responsibilities which would materially change the Job Description that should be:

Added Deleted Rephrased Changes were reviewed with the employee on: ____/____/____

If there are any necessary changes please note them on the current job description, and attach a copy with the performance appraisal.

Performance Review

- Rate the employee's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.
- There must be supporting comments to justify ratings of "Exceeds Expectations", "Needs Improvement" and "Unsatisfactory Performance".

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings.

EE = Exceeds Expectations - Work performance is consistently above the standard of performance for the position.

ME = Meets Expectations - Work performance consistently meets the standard of performance for the position.

NI = Needs Improvement - Work performance does not consistently meet the standard of performance for the position.

UP = Unsatisfactory Performance – Work performance is inadequate and inferior to the standards required for the position. Performance at this level cannot be allowed to continue.

NA = Not Applicable - Employee is not required to perform in a specific rating factor, and it cannot be measured.

A. PERFORMANCE FACTORS

	EE	ME	NI	UP	N/A
Leadership & Community Development					
- Encourages teamwork: builds and maintains cooperative working relationships across departmental lines; actively supports development of campus community.					
- Supports responsible risk taking; creative problem solving and innovative thinking.					
- Identifies conflicts and helps parties resolve them.					
- Communicates clearly and effectively; receives and provides constructive feedback; fosters open communication.					
- Additional Comments.					

	EE	ME	NI	UP	N/A
Focus on Results					
- Effectively directs staff toward meeting planned goals.					
- Appropriately organizes resources and workflow to meet deadlines.					
- Maximizes efficiency and effectiveness through the best use of resources and staff.					
- Achieves targeted/planned results (units and individual).					
- Additional comments.					
Learning and Development					
- Demonstrates flexibility and adapts well to change.					
- Participates in learning and development activities.					
- Additional Comments.					
Commitment to Quality					
- Sets and monitors appropriate unit standards for the delivery of quality service in terms of accuracy, timelines, reliability and consistency.					
- Monitors and reacts appropriately to issues relating to "Customer" Satisfaction/ "Customer" Relations for internal as well as external customers.					
- Additional Comments.					
Performance Management and Staff Development					
- Establishes and clearly communicates realistic performance expectations to staff, which support the College's mission and strategic plan and the unit mission and operational plans.					
- Uses coaching and regular feedback effectively to improve performance, foster staff development; create change.					
- Conducts effective and timely performance evaluations.					
- Identifies performance improvement needs and supports employee learning and professional development.					
- Additional Comments.					
Planning, Assessment, and Continuous Improvement					
- Demonstrates continuous improvement in his/her areas of responsibility.					
- Additional Comments.					
Summary Performance Rating					
- Additional Comments					

B. PERFORMANCE OUTCOMES/RESULTS. Use this section to identify the particular strengths that the individual demonstrates in doing his/her job. Describe the major outcomes/results the employee achieved during this review period. You may list any relevant achievements but the focus should be on those planned outcomes/results achieved either in support of the College's mission or which were priorities/projects established to support the strategic plan or departmental operating plan

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT. Provide explanation for any "Needs Improvement" and "Unsatisfactory Performance" rating. Outline areas for improvement or new duties needing special attention, including specific actions to be taken by the employee to improve his/her overall job performance.

D. GOALS AND OBJECTIVE FOR THE NEXT EVALUATION PERIOD. Describe the coaching, training or development activities that would help improve performance in any of the categories.

E. EMPLOYEE COMMENTS. (Optional)

F. SIGNATURES

I have read and discussed this review with my supervisor and I understand its contents. My signature does not necessarily imply that I agree with the review or its contents.

Employee Signature/Date: _____

Supervisor Signature/Date: _____

cc. Office of Human Resources