**APPENDIX E**

**SYSTEM-WIDE PROFESSIONAL EVALUATION FORM**

**PERFORMANCE REVIEW**

**NON-UNIT PROFESSIONAL**

NAME: Click or tap here to enter text.

DEPT: Click or tap here to enter text.

TITLE: Click or tap here to enter text.

DATE OF HIRE: Click or tap to enter a date.

DATE STARTED IN POSITION: Click or tap to enter a date.

EVALUATION PERIOD: Click or tap here to enter 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 Click or tap here to enter text.. 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 I (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** [ ] **N/A** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

**COMMUNICATION** (Rank from 1 lowest to 4 highest)

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

| **Employee Assessment** | [ ] **1** [ ] **2** [ ] **3** [ ] **4** [ ] **N/A** |
| --- | --- |
| **Supervisor Assessment** | [ ] **1** [ ] **2** [ ] **3** [ ] **4** [ ] **N/A** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

**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** |

**COMMENTS:**

Click or tap here to enter text.

***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** |

**COMMENTS:**

Click or tap here to enter text.

**EMPLOYEE COMMENTS** (If additional space is needed, please attach sheet)

**Noteworthy strong areas of present performance:**

Click or tap here to enter text.

**Areas requiring improvement in job performance:**

Click or tap here to enter text.

**SUPERVISOR COMMENTS** (If additional space is needed, please attach sheet)

**Noteworthy strong areas of present performance:**

Click or tap here to enter text.

**Areas requiring improvement in job performance:**

Click or tap here to enter text.

**EMPLOYEE GOALS** (If additional space is needed, please attach sheet)

Click or tap here to enter text.

**To what extent have previous goals been accomplished?**

Click or tap here to enter text.

**OVERALL PERFORMANCE RATING**

Cumulative: Click or tap here to enter text.

Divided by 11 or number of performance rating: Click or tap here to enter text.

Check one category below:

 **\***[ ] **1** [ ] **2** [ ] **3** [ ] **4**

 **Below Partially Fully Exceeds**

 **Expectation Meets Expectations Meets Expectations 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**

Click or tap here to enter text.

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

Employee: Click or tap here to enter text.

Date: Click or tap to enter a date.

Supervisor: Click or tap here to enter text.

Date: Click or tap to enter a date.

Vice President: Click or tap here to enter text.

Date: Click or tap to enter a date.

President: Click or tap here to enter text.

Date: Click or tap to enter a date.