



# Annual Performance Evaluation

Employee name			
Title/Department			
Evaluating Supervisor			
Date of Evaluation			
Position Description current/accurate? <i>Position Descriptions must be updated at least every three years.</i>	YES  NO	If no, when will it be updated?	
Please check all items included in the Annual Performance Evaluation Packet:  <i>Employee should receive copies of all attached items at time of performance evaluation meeting</i>	Copy of current Position Description Copy of FY20 Goals + Quarterly Activities Employee Self Evaluation Supervisor Evaluation		

**Instructions:**

Employee will have option to complete self evaluation prior to annual evaluation. Supervisor will complete written evaluation prior to annual evaluation meeting. Supervisor meets annually with employee to assess performance. Employee and Supervisor complete FY Goals and Quarterly Activities after annual evaluation meeting and conduct Quarterly Conversations throughout the year.

**Position Responsibilities and Core Competencies**

Assess job duties and responsibilities specific to this position and employee. Use position description to define responsibility areas. Employee first self-evaluates. Supervisor evaluates and rates. Use core competencies as they relate to employee job responsibilities and performance. Include FY Goals + Quarterly Activities within the appropriate responsibility area.

Rating	Definition
Meets Expectations	Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.
Inconsistently Meets Expectations	Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility.
Does Not Meet Expectations	Performance was consistently below expectations in most essential areas of responsibility. Significant improvement is needed in one or more important areas.

## Position Responsibilities

Assess job duties and responsibilities specific to this position and employee. Use position description to define responsibility areas. Use core competencies as they relate to employee job responsibilities and performance. Include FY Goals + Quarterly Activities within the appropriate responsibility area.

<b>Responsibility Area #1</b> Describe the responsibilities in this area using position description	
<b>Describe Employee's Key Accomplishments</b>	
<b>Describe Employee's Opportunities for Growth</b>	
<b>Rate Overall Employee Performance in Responsibility Area #1:</b>	Meets Expectations
	Inconsistently Meets Expectations
	Does Not Meet Expectations

**Responsibility Area #2**

Describe the responsibilities in this area using position description

**Describe Employee's Key Accomplishments**

**Describe Employee's Opportunities for Growth**

**Rate Overall Employee Performance in  
Responsibility Area #2:**

Meets Expectations

Inconsistently Meets Expectations

Does Not Meet Expectations

**Responsibility Area #3**

Describe the responsibilities in this area using position description

**Describe Employee's Key Accomplishments**

**Describe Employee's Opportunities for Growth**

**Rate Overall Employee Performance in  
Responsibility Area #3:**

Meets Expectations

Inconsistently Meets Expectations

Does Not Meet Expectations

**Responsibility Area #4**

Describe the responsibilities in this area using position description

**Describe Employee's Key Accomplishments**

**Describe Employee's Opportunities for Growth**

**Rate Overall Employee Performance in  
Responsibility Area #4:**

Meets Expectations

Inconsistently Meets Expectations

Does Not Meet Expectations

**Responsibility Area #5**

Describe the responsibilities in this area using position description

**Describe Employee's Key Accomplishments**

**Describe Employee's Opportunities for Growth**

**Rate Overall Employee Performance in  
Responsibility Area #5:**

Meets Expectations

Inconsistently Meets Expectations

Does Not Meet Expectations

## Core Competencies

Use Core Competencies as they relate to job performance in each responsibility area.

<p><b>DECISION MAKING &amp; PROBLEM SOLVING</b></p>	<ul style="list-style-type: none"> <li>• Identifies and evaluates problems objectively</li> <li>• Formulates sound decisions and recommendations</li> <li>• Demonstrates good judgment in handling routine problems</li> <li>• Encourages other employees to participate in decision making</li> <li>• Demonstrates resourcefulness in problem solving</li> <li>• Ability to think through problems, evaluate relevant facts and reach sound conclusions</li> </ul>
<p><b>PRODUCTIVITY &amp; QUALITY OF WORK</b></p>	<ul style="list-style-type: none"> <li>• Work completion is consistently thorough and accurate</li> <li>• Makes effective use of time</li> <li>• Completes tasks in a timely manner</li> <li>• Work displays high level of technical skills</li> <li>• Performs tasks in an organized and efficient manner</li> <li>• Handles multiple activities and responsibilities simultaneously</li> <li>• Plans appropriately</li> <li>• Delegates when appropriate</li> </ul>
<p><b>INITIATIVE &amp; CONTINUOUS IMPROVEMENT</b></p>	<ul style="list-style-type: none"> <li>• Ability to perform daily responsibilities in a resourceful, self-reliant manner</li> <li>• Makes practical, workable suggestions for improvements</li> <li>• Demonstrates a self-starter attitude and approach</li> <li>• Recognizes deficiencies and seeks help when appropriate</li> <li>• Demonstrates an interest in departmental and self-improvement</li> <li>• Effective in generating new ideas</li> <li>• Effective in researching new ideas to bring about improvements</li> </ul>
<p><b>COOPERATION &amp; TEAMWORK</b></p>	<ul style="list-style-type: none"> <li>• Shows sensitivity to and consideration for others' feelings</li> <li>• Offers assistance willingly and supports the team processes and decisions</li> <li>• Makes a positive contribution to morale and work environment</li> <li>• Is a team player and participates with others to accomplish tasks</li> <li>• Maintains a positive relationship with all institution work groups</li> <li>• Maintains a positive relationship with other employees, students and community partners</li> </ul>
<p><b>DEPENDABILITY</b></p>	<ul style="list-style-type: none"> <li>• Carries out assignments with careful follow</li> <li>• Meets predetermined deadlines or targets</li> <li>• Can be counted on for consistent performance</li> <li>• Is personally accountable for his/her actions</li> <li>• Can be counted on for extra effort as needed</li> <li>• Promptness at start and end of work day, meals, and breaks</li> <li>• Attendance record</li> </ul>
<p><b>FINANCIAL RESPONSIBILITY</b></p>	<ul style="list-style-type: none"> <li>• Effective in utilizing human, financial and/or physical resources</li> <li>• Follows fiscal business practices and meets deadlines</li> <li>• Works within approved budget and monitors expenditures</li> <li>• Understands individual impact on overall university budget process</li> </ul>
<p><b>SAFETY &amp; SECURITY</b></p>	<ul style="list-style-type: none"> <li>• Performs activities in a safe manner</li> <li>• Understands and supports the safety program and policies</li> <li>• Recognizes unsafe working conditions and promptly reports safety concerns.</li> <li>• Protects the confidential records and information</li> <li>• Follow policy regarding computer use and security awareness</li> </ul>

<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively</li> <li>• Ability to listen effectively</li> <li>• Keeps supervisor and/or other coworkers informed of work progress</li> <li>• Anticipates customer expectations and checks to ensure their expectations are met</li> <li>• Ability to respond effectively to internal/external customer needs, requests and concerns</li> </ul>
<b>DIVERSITY &amp; MUTUAL RESPECT</b>	<ul style="list-style-type: none"> <li>• Seeks varied viewpoints and experiences</li> <li>• Displays empathetic listening skills and respects individual differences</li> <li>• Strives to achieve the goals of the College's Diversity and Affirmative Action Plans</li> <li>• Models cultural competency including sensitivity to diversity</li> <li>• Displays and promotes mutual respect among co-workers</li> </ul>
<b>INTEGRITY</b>	<ul style="list-style-type: none"> <li>• Models integrity and ethical behaviors</li> <li>• Models good judgement in the absence of supervision</li> <li>• Understands responsibility to report unethical behaviors</li> <li>• Adheres to the Employee Code of Conduct</li> </ul>
<b>CONTRIBUTION TO DEPARTMENT &amp; UNIVERSITY</b>	<ul style="list-style-type: none"> <li>• Understands and contributes to achieving the strategic goals of the university</li> <li>• Represents the university competently to external constituencies</li> <li>• Contributes to positive morale</li> <li>• Demonstrates interest and involvement in university activities</li> <li>• Promotes positive public relations</li> <li>• Participates in civic engagement and service to others</li> <li>• Participates in environmental stewardship and preservation of the earth</li> <li>• Provides a positive university experience to our student population</li> </ul>
<b>ADAPTABILITY</b>	<ul style="list-style-type: none"> <li>• Responds positively to change</li> <li>• Works effectively in situations with limited time and/or resources</li> <li>• Accepts constructive criticism positively</li> <li>• Accepts and adapts to changes as necessary</li> </ul>

---

SUPERVISOR SIGNATURE:

DATE:

---

EMPLOYEE SIGNATURE:

DATE:

*Employee signature indicates receipt of annual performance evaluation document and discussion with supervisor. Signature does not necessarily indicate agreement with evaluation. Employees can submit written response to evaluation to be included as part of evaluation packet in official personnel file.*