*Indicates	required	field
inuicates	required	neiu



			Overall Score:	/ 3.0
Name:		Job Title:		
Department:		Hire Date:		
Review Period Purpose o Appraisa	d: From:	То:		

#### **Rating Scale**

**Exceeds Expectation:** this rating is used to describe those behaviors, attitudes or skills that serve as a role model of the College's standards of professionalism, quantity, or quality; are the result of a proactive approach to work required, or show initiative and creativity.

**Meets Expectation:** this rating is used to describe those behaviors, attitudes or skills that are within or just above the College's minimum standards of professionalism, or quality; are completed with minimum indirect supervision; are completed with autonomy; or have minimal to no errors.

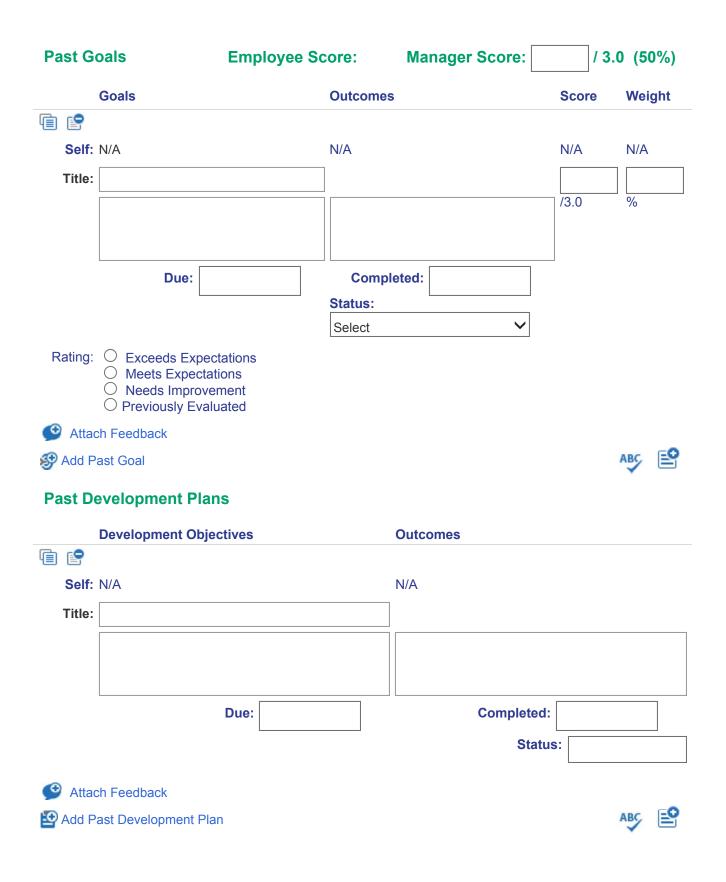
**Needs Improvement:** this rating is used to describe those behaviors, attitudes, or skills that are not at the College's standards of professionalism, quantity, or quality; require a significant amount of on-going direct supervision; or error rate is unacceptable.

Core Competen	cies Employee Score:	Ma	anager Score:	/ 3.0	(25%)
			Employee Score:	1	3.0
Integrity			Manager Score:		(25%) 3.0 (25%)
as a positive example motives of the organiz	nonstrates personal integrity; serves of why others should trust the zation; views self as a reflection of the	0	Exceeds Expectation Meets Expectation		(2376)
accepting ownership	ing through on commitments and of mistakes; leaves others with the integrity is a core organization value.	0	Needs Improvement		
Self: N/A					
Comments:				A	୬ 🖻
🔮 Attach Feedback					
😰 Add Developmen	t Plan				
			Employee Score:	1	<b>3.0</b> (15%)
Professionalism			Manager Score:		<b>3.0</b> (15%)
pressure; treats other regardless of their sta	a tactful manner; reacts well under s with respect and consideration tus or position; accepts responsibility vs through on commitments.	0 0 0	Exceeds Expectation Meets Expectation Needs Improvement		(1370)
Self: N/A					
Comments:					
~				A	s e
Attach Feedback Add Developmen					
			Employee Score:	1	<b>3.0</b> (20%)
Adaptability			Manager Score:	I	<b>3.0</b> (20%)
competing demands;	the work environment; manages changes approach or method to best	$\bigcirc$	Exceeds Expectation		()
fit the situation; able to or unexpected events	o deal with frequent change, delays,	0	Meets Expectation		
		0	Needs Improvement		

Comments:				
			ABC	e
Attach Feedback				
Add Development Plan				
		Employee Score:	/ 3.0	(159
Organizational Support		Manager Score:	/ 3.0	
Follows policies and procedures; completes projects and asks correctly and on time; supports organization's goals	$\bigcirc$	Exceeds Expectation		(10
and values.	$\bigcirc$	Meets Expectation		
	$\bigcirc$	Needs Improvement		
Self: N/A				
Comments:				
			ABC	P
Sector Attach Feedback				
Add Development Plan				
		Employee Score:	/ 3.0	(25%
Communication		Manager Score:	/ 3.0	
Communicates effectively and appropriately; uses good udgment as to what to communicate to whom as well as	0	Exceeds Expectation		(
he best way to get that accomplished; speaks in clear and	0	Meets Expectation		
credible manner, selecting the right tone for the situation	<u> </u>	·		
and audience; listens to others and allows them to make	$\bigcirc$	Needs Improvement		
and audience; listens to others and allows them to make heir point.	0	Needs Improvement		
and audience; listens to others and allows them to make	0	Needs Improvement		
and audience; listens to others and allows them to make heir point. Self: N/A	0	Needs Improvement		
and audience; listens to others and allows them to make heir point. Self: N/A	0	Needs Improvement	ABC	<b>•</b>
	0	Needs Improvement	АВС	P

Job Perfor	mance	Employee Score:	Ma	anager Score:		/ 3.0 (	25%)
				Employee Sc	ore:	1:	<b>3.0</b>
Instructional	Skills			Manager Sco	ore:	/ :	(30%) <b>3.0</b> (30%)
		nd well-prepared when	$\bigcirc$	Eveneda Evenedati			(30%)
utilizes instruct	tional resources	and large groups; effectively s to meet the variety of	$\bigcirc$	Exceeds Expectation	n		
student learnin assessment te		es engagement and	$\bigcirc$	Needs Improvemer	nt		
			$\bigcirc$		it.		
Self: Comments:	N/A						
comments.							
						ABC	2
Attach Fe	edback						
😰 Add Deve	lopment Plan						
				Employee Sc	ore:	1 :	
Content Spec	ific Knowledg	e		Manager Sco	ore:	/ :	(20%) <b>3.0</b>
		s, skills, methods and					(20%)
procedures wit practice.	hin their area c	f expertise and instructional	0	Exceeds Expectation	on		
			0	Meets Expectation			
			0	Needs Improvemer	IT		
Self:	N/A						
Comments:							
						ABC	; <b>E</b>
Attach Fe	edback					*	
	lopment Plan						
-							
				Employee Sc	ore:	/ :	3.0
Dependability	,			Manager Sco		/:	(20%) <b>3.0</b>
Makes and fulf	ills commitmen	ts; has established a pattern		0			(20%)
of working inde	ependently, me	eting reasonable deadlines, or actions; willingly makes	0	Exceeds Expectation	on		
promises and	fully intends to	keep them; arrives to work on	$\bigcirc$	Meets Expectation			
time and ready prepared.	to contribute;	shows up for meetings well	$\bigcirc$	Needs Improvemer	nt		

Self:	N/A			
Comments:				
Attach Fe	edback			ABC
	lopment Plan			
			Employee Score:	/ 3.0
Student Achie	evement Focus		Manager Score:	(30%) / <b>3.0</b> (30%)
a high priority;	nonstrates that students and employers are identifies student needs and expectations to them in a timely and effective manner;	$\bigcirc$	Exceeds Expectation	
	d prevents delays or other things that can ct the student; keeps student informed about	$\bigcirc$	Meets Expectation	
	es learning outcome achievement data to	0	Needs Improvement	
Self:	N/A			
Comments:				
				АВС 🖻
Attach Fe	edback			
🔛 Add Deve	lopment Plan			



# **Development Plan**

	Development Objectives		
Ē 🗗			
Self	: N/A		
Title	: Due:		
🔮 Atta	ch Feedback		
😫 Add	I Development Plan	ABC	P
Goal	Setting Instructions		
	a minimum of three and a maximum of five new goals & objectives. Use the "Link" button to v d align employee goals to organizational goals.	view,	

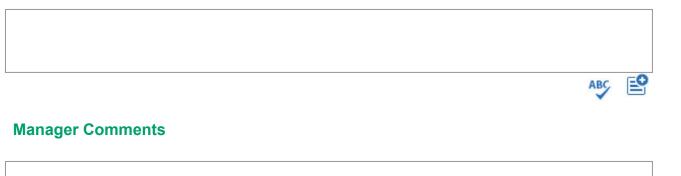
Goals should be SMART

- S specific, significant, stretching
- M measurable, meaningful, motivational
   A agreed upon, attainable, achievable, acceptable, action-oriented
- R realistic, relevant, reasonable, rewarding, results-oriented
- T time-based, timely, tangible, trackable

### **New Goals**

	Goals	Weig	ht
2			
Self:	N/A		
Title:			%
			_
	Due:		
🧐 Attao	ch Feedback		
🥵 Add N	New Goal	ABC	P

## **Employee Comments**





## **Core Competencies Summary Score**

Core Competencies	Score:	0.00	0.75	1.50	2.25	3.00
Score:						
Integrity						
Professionalism						
Adaptability						
Organizational Support						
Communication						

# Job Competencies Summary Score

Job Performance	Score:	0.00	0.75	1.50	2.25	3.00
Score:						
Instructional Skills						
Content Specific Knowledge						
Dependability						
Student Achievement Focus						