

*Indicates required field



Employee Evaluation

Overall Score: / 3.0

<p>Name: <input type="text"/></p> <p>Department: <input type="text"/></p>	<p>Job Title: <input type="text"/></p> <p>Hire Date: <input type="text"/></p>
<p>Review Period: From: <input type="text"/> To: <input type="text"/></p>	
<p>Purpose of Appraisal: <input type="radio"/> Annual <input type="radio"/> Introductory <input type="radio"/> Other</p>	

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 Competencies**Employee Score:****Manager Score:** / 3.0 (25%)**Integrity**

Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Employee Score: / 3.0 (25%)**Manager Score:** / 3.0 (25%)

- Exceeds Expectation
 Meets Expectation
 Needs Improvement

Self: N/A**Comments:**



Attach Feedback

Add Development Plan

Professionalism

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Employee Score: / 3.0 (15%)**Manager Score:** / 3.0 (15%)

- Exceeds Expectation
 Meets Expectation
 Needs Improvement

Self: N/A**Comments:**



Attach Feedback

Add Development Plan

Adaptability

Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Employee Score: / 3.0 (20%)**Manager Score:** / 3.0 (20%)

- Exceeds Expectation
 Meets Expectation
 Needs Improvement

Self: N/A

Comments:



Attach Feedback

Add Development Plan

Organizational Support

Follows policies and procedures; completes projects and tasks correctly and on time; supports organization's goals and values.

Employee Score: / 3.0 (15%)

Manager Score: / 3.0 (15%)

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Self: N/A

Comments:



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Add Development Plan

Communication

Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Employee Score: / 3.0 (25%)

Manager Score: / 3.0 (25%)

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Self: N/A

Comments:



Attach Feedback

Add Development Plan

Job Performance**Employee Score:****Manager Score:** / 3.0 (25%)**Instructional Skills**

Comes across as confident and well-prepared when providing instruction in small and large groups; effectively utilizes instructional resources to meet the variety of student learning needs; applies engagement and assessment techniques.

Employee Score: / 3.0 (30%)**Manager Score:** / 3.0 (30%)

- Exceeds Expectation
 Meets Expectation
 Needs Improvement

Self: N/A**Comments:**



Attach Feedback

Add Development Plan

Content Specific Knowledge

Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice.

Employee Score: / 3.0 (20%)**Manager Score:** / 3.0 (20%)

- Exceeds Expectation
 Meets Expectation
 Needs Improvement

Self: N/A**Comments:**



Attach Feedback

Add Development Plan

Dependability

Makes and fulfills commitments; has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for actions; willingly makes promises and fully intends to keep them; arrives to work on time and ready to contribute; shows up for meetings well prepared.

Employee Score: / 3.0 (20%)**Manager Score:** / 3.0 (20%)

- Exceeds Expectation
 Meets Expectation
 Needs Improvement

Self: N/A

Comments:



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 Add Development Plan

Student Achievement Focus

Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress; utilizes learning outcome achievement data to improve student learning.

Employee Score: / 3.0 (30%)

Manager Score: / 3.0 (30%)

- Exceeds Expectation
- Meets Expectation
- Needs Improvement

Self: N/A

Comments:



 Attach Feedback

 Add Development Plan

Past Goals

Employee Score:

Manager Score:

/ 3.0 (50%)

Goals	Outcomes	Score	Weight
<p>Self: N/A</p> <p>Title: <input type="text"/></p> <p><input type="text"/></p> <p>Due: <input type="text"/></p>	<p>N/A</p> <p><input type="text"/></p> <p>Completed: <input type="text"/></p> <p>Status: <input type="text" value="Select"/></p>	<p>N/A</p> <p><input type="text"/> / 3.0</p>	<p>N/A</p> <p><input type="text"/> %</p>

- Rating:
- Exceeds Expectations
 - Meets Expectations
 - Needs Improvement
 - Previously Evaluated

Attach Feedback

Add Past Goal



Past Development Plans

Development Objectives	Outcomes
<p>Self: N/A</p> <p>Title: <input type="text"/></p> <p><input type="text"/></p> <p>Due: <input type="text"/></p>	<p>N/A</p> <p><input type="text"/></p> <p>Completed: <input type="text"/></p> <p>Status: <input type="text"/></p>

Attach Feedback

Add Past Development Plan



Development Plan

Development Objectives



Self: N/A

Title: Due:

Attach Feedback

Add Development Plan



Goal Setting Instructions

Identify a minimum of three and a maximum of five new goals & objectives. Use the "Link" button to view, copy, and align employee goals to organizational goals.

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

Weight



Self: N/A

Title: %

Due:

Attach Feedback

Add New Goal



Employee Comments



Manager Comments



Core Competencies Summary Score

Core Competencies	Score:	0.00	0.75	1.50	2.25	3.00
Score:		<input type="text"/>				
Integrity		<input type="text"/>				
Professionalism		<input type="text"/>				
Adaptability		<input type="text"/>				
Organizational Support		<input type="text"/>				
Communication		<input type="text"/>				

Job Competencies Summary Score

Job Performance	Score:	0.00	0.75	1.50	2.25	3.00
Score:		<input type="text"/>				
Instructional Skills		<input type="text"/>				
Content Specific Knowledge		<input type="text"/>				
Dependability		<input type="text"/>				
Student Achievement Focus		<input type="text"/>				