

Not applicable
 Requires Improvement
 Meets Expectations
 Exceeds Expectations

↓ ↓ ↓ ↓

Evaluate this individual using the following standards

(Add comments as needed in the section right below or add row/s to the individual question (ex: Productivity))

Productivity: Accomplishes appropriate amount of work, efficient use of time, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative: Works independently, anticipates and takes appropriate action, works to improve performance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability: Accepts instructions and follows through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills: Establishes positive supportive relationships, works effectively as a team member, good communicator, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality: Arrives on time for work and meetings, maintains work schedule, and uses leave responsibly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning: Plans, prioritizes, and organizes work of self and others, manages change well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decision Making: Analyzes situations well, decides what to do, and takes appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administration: Completes reports & forms in an accurate and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Responsibility: Prioritizes program needs and expenditures to stay within budget, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervising: Regularly evaluates staff and provides feedback. Praises and disciplines appropriately, encourages staff development and treats staff in a respectful and consistent manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership: Leads by example, motivates staff, fosters teamwork, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands and supports College's mission and long range plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment Space for the above section on Standards:

Overall Evaluation	Exceeds Expectations	Meets Expectations	Requires Improvement
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments			

Future Plans and Actions

Employee Comments

Signature of Immediate Supervisor	Date
Department Head Signature (Vice President) Signature indicates VP has reviewed the evaluation.	Date

Your signature indicates neither agreement nor disagreement with the evaluation, but it does indicate that you have read the evaluation and it has been discussed with you. If you wish, you may comment in the space above (Employee Comments section).

Employee's Signature **Date**