

Annual Employee Performance Review

Must be completed in ink. Please PRINT.

Employee's Name & J- Number	Title	<input type="checkbox"/> Classified <input type="checkbox"/> Prof/Tech <input type="checkbox"/> Administrator	Department
Supervisor's Name	Title		Department
Review Period 2020-2021 Annual Evaluation			Supervisor's Evaluation

Must be completed in ink. Please PRINT.

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
I. Basic Job Requirements				
A. Understanding of the Job: Does the employee have adequate knowledge and skills related to the requirements to complete the variety of tasks required by the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Quality of Work: Is the quality of work acceptable and does it meet established standards? Is the employee accurate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Productivity and Efficiency: Does the employee complete assignments on schedule, use resources wisely and manage time effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Reliability, Dependability: Does the employee follow through on assigned task to completion as expected? Is the employee reliable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Attendance: Does employee meet attendance requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Initiative: Does the employee demonstrate initiative and resourcefulness by taking appropriate action with a minimum of directions as situations arise? Does the employee seek opportunities to learn new skills, and make suggestions for improving work processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Safety: Does the employee work safely, follow safety rules, report unsafe working conditions/practices, and proactively prevent unsafe practices in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Servant-Leadership: Does the employee demonstrate a desire to serve, show a willingness and readiness to provide good service to students, faculty, staff, and/or the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Servant-Leadership: Does the employee exhibit honesty, integrity, and high ethical standards while performing their job duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Professional Development: Has employee completed annual requirements?			Yes <input type="checkbox"/>	No <input type="checkbox"/>

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
III. Job Specific Attributes				
A. Planning and Organizing: Does the employee set individual objectives and goals, and establish appropriate priorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Problem Solving: Does the employee identify and evaluate alternative solutions and make appropriate decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Creativity: Does the employee generate and propose new concepts, approaches, and methods to improve task outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Flexibility: Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen constraints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Servant-Leadership: Does the employee manage the resources entrusted to him or her with efficiency and economy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Servant Leadership: Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. Interpersonal Skills				
A. Communication: Does the employee provide accurate and clear written and verbal information; present information effectively, listen effectively, comprehend and follow direction; and ask appropriate and timely questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Cooperation: Does the employee give assistance to others to enable colleagues or the team to meet stated goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Teamwork: Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Conflict Resolution: Does the employee take initiatives to address situations involving conflict? Does the employee appropriately resolve differences with little disruption or the work environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Constructive Feedback: Does the employee accept constructive feedback and demonstrate willingness to improve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Servant Leadership: Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Servant Leadership: Does the employee actively seek opportunities for improvement of his or her interpersonal skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review of Goals for 2020-2021

1. Stated Goal:

Description of work/progress toward goal:

2. Stated Goal:

Description of work/progress toward goal:

3. Stated Goal:

Description of work/progress toward goal:

4. Stated Goal:

Description of work/progress towards goal:

5. Stated Goal:

Description of work/progress toward goal:

Overall Performance Rating

	Exceeded Results	Achieved Results	Partial Achievement	Did Not Accomplish
1. Stated Goal:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of work/progress toward goal:				
2. Stated Goal:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of work/progress toward goal:				
3. Stated Goal:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of work/progress toward goal:				
4. Stated Goal:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of work/progress towards goal:				
5. Stated Goal:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of work/progress toward goal:				
Overall Performance Rating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List Strengths. What does this employee do well?

1. _____
2. _____
3. _____
4. _____
5. _____

List specific areas for improvement, if any:

1. _____
2. _____
3. _____
4. _____
5. _____

Goals set for 2021-2022

Goals are an important part of each employee’s performance evaluation. Each employee will have approximately five (5) important work-related targeted goals to complete for the next cycle. These goals should support the strategic mission for their department, division and college. One of these goals must place emphasis in student recruitment and/or retention. Another goal must be a personal development goal. These can include individual and team goals.

Goal 1 (Student recruitment and/or retention focused):

Goal 2:

Goal 3:

Goal 4:

Goal 5:

Employee Signature: _____ **Date:**_____

Supervisor Signature: _____ **Date:**_____

Employee Comments: