

PERFORMANCE MANAGEMENT

EXEMPT/PROFESSIONAL POSITIONS

Employee Name _____ Date _____

Position _____

Rating Definitions

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Exceeds Expectations	5	Performance far exceeds requirements of position.
Commendable	4	Performance consistently exceeds the requirements of position.
Good Solid Performance	3	Performs all duties and handles responsibilities of the position in a consistent and capable manner.
Needs Improvement	2	Performs most of the duties but needs further development or doesn't perform on a consistent basis.
Unacceptable	1	Performance clearly below the minimum requirements of the position.

Instructions: Supervisors must explain below each category the reason(s) for the staff member's rating.

Job Knowledge

Possesses and utilizes necessary knowledge and skills to perform the job as defined in the job description. Understands and follows College and departmental policies and procedures. Adapts to changing environment and willing to learn and try new techniques and applications. (Attach revised job description if necessary.)

Rating _____

Comments:

Planning and Organizing

Ability to plan and organize work effectively. Determines priorities and carries out duties and responsibilities in a timely fashion and meets deadlines.

Rating _____

Comments:

Quality and Quantity

Accurately and thoroughly completes assignments within established time limits with the appropriate attention to detail.

Rating _____

Comments:

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Decision Making and Initiative

Analyzes and evaluates information or situation to identify problems and recommend solutions. Takes prompt and effective action. Openly solicits opinions from colleagues and includes them in the decision-making process. Makes sound judgments.

Rating _____

Comments:

Adaptability, Flexibility and Reliability

Willingness to assume additional responsibility and adjust to new ideas and procedures. Conforms to work hours and schedule.

Rating _____

Comments:

Communications and Work Relationships

Communicates in a logical and clear manner, orally and, if applicable, written. Listens carefully and responds accordingly. Keeps co-workers and supervisors informed as needed and encourages teamwork. Presents a positive image of the College both internally and externally.

Rating _____

Comments:

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The following categories may not carry the same weight as the previous categories or they may not apply at all.

Supervision and Leadership

Fosters a positive work environment by developing a climate that encourages and influences motivation, participation, and opportunities for employees. Effectively communicates College mission, organizational policies, and other information to employees. Gives clear direction. Evaluates employee performance fairly and objectively and takes appropriate action. Strong in hiring resourceful and talented people. Treats all employees in a fair and consistent manner.

Rating _____

Comments:

Financial Management

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Makes wise use of College resources and assets. Demonstrates the ability to forecast and maintain fiscal budgetary projections. Budgets for planned work activities and properly allocates financial resources to accomplish goals, taking into account the overall organizational revenue and expenditure situation.

Rating _____

Comments:

Review of previous year's goals and objectives (add additional pages if necessary)

Goals and objectives for next performance period (add additional pages if necessary)

Employee Comments: _____

Employee Signature (*Does not necessarily constitute agreement*) *Date*

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Supervisor Signature

Date

Senior Staff Member Signature

Date

***Original to Human Resources
Copy to Employee***