

Employee Performance Review

_____ Employee's Name	_____ Title
_____ Department	_____ Supervisor's Name
_____ Type of Review (Initial/Annual/Follow-up)	_____ Date

Tips for Completing the Employee Performance Review

- A current Position Description is a key element of the Employee Performance Review process. Be sure that both supervisor and employee have the Position Description available for reference during the Review process, and that any changes to it are sent with this completed and signed form to the Human Resources office.
- Key Performance Objectives that are defined for the review period should be realistic and achievable, and should relate to strategic objectives.
- The employee's strengths and accomplishments should be evaluated and recommendations of any specific areas requiring improvement or development noted. Internal or external resources that will assist the employee with professional development should be included.
- Additional information may be included on separate pages and attached to the Performance Review form.

Employee's Areas of Responsibility

Job Knowledge

- **Demonstrates professional knowledge and skills essential to meet responsibilities.**
- **Shows initiative in learning new/related job skills.**
- **Demonstrates ability to use available technology to complete tasks.**
- **Integrates new tasks and priorities into existing responsibilities.**
- **Maintains ability to perform effectively under conditions of pressure or uncertainty, varying workload requirements, or when decisions need to be made quickly.**
- **Keeps accurate records, processes paperwork and data for easy retrieval.**

Comments:

Basic Work Factors

- Completes work thoroughly, accurately, neatly and according to specifications; minimal errors.
- Consistently produces a high volume of acceptable work; produces services or output quickly and efficiently.
- Completes tasks and assignments by scheduled time; allocates time to various tasks according to priorities; informs supervisor when scheduling problems occur.
- Performs what has been planned in an organized and efficient manner.
- Comes to work regularly without excessive absences; maintains assigned work schedules.

Comments:

Problem Solving and Decision Making

- Obtains and analyzes facts to make sound decisions in a timely manner.
- Identifies and anticipates problems and changes, and uses practical judgment to formulate solutions to problems.
- Exercises creativity by discovering and implementing new and improved ways to accomplish goals.

Comments:

Resource Management and Budget Control

- Plans and allocates College resources efficiently and effectively to accomplish goals.
- Recognizes potential savings and adjusts practices to utilize resources effectively.

Comments:

Teamwork and Interpersonal Relations

- Actively develops cooperative relationships with faculty, other staff and students, fostering support for all constituencies.
- Shows willingness to take on additional assignments as needed.
- Contributes to departmental and interdepartmental projects and priorities.
- Puts the group's success ahead of personal goals; shares information and resources with others; gives timely responses to requests made by others; promotes teamwork.
- Shows sensitivity to and concern for the interests and needs of others; works to reduce conflict and establishes smooth working relationships; negotiates with others.
- Builds client satisfaction.

Comments:

Communication

- Expresses instructions, ideas and information clearly and directly in oral and/or written form; uses appropriate style, format, spelling, and grammar.
- Uses effective listening skills to understand meaning.

Comments:

<p>Initiative and Accountability</p> <ul style="list-style-type: none"> ○ Identifies and seeks new ways to enhance services and controls, and takes appropriate action. ○ Accepts professional responsibility and accountability for all assignments. ○ Reacts promptly to issues raised. <p>Comments:</p>
<p>College Values, Policies and Procedures</p> <ul style="list-style-type: none"> ○ Learns, abides by, and supports all College policies and procedures. ○ Provides constructive input to improving the workplace. <p>Comments:</p>
<p>College and Community Service</p> <ul style="list-style-type: none"> ○ Demonstrates positive attitude toward College priorities. ○ Participates in College events and activities. ○ Positively represents the College in community and internal activities. <p>Comments:</p>
<p>Managerial Skills (if applicable)</p> <ul style="list-style-type: none"> ○ Delegates responsibility while supervising and evaluating employees fairly. ○ Trains, motivates and develops subordinates. ○ Resolves conflicts equitably and in a timely manner. ○ Provides leadership while encouraging staff morale, teamwork and cooperation. ○ Appropriately documents and reports employee performance issues. <p>Comments:</p>

Achievement of Key Performance Objectives Established for the Performance Review Period

1. _____

2. _____

3. _____

4. _____

Key Performance Objectives Established for the Next Review Period

1. _____

2. _____

3. _____

4. _____

Demonstrated Strengths and Areas for Improvement/Development

Employee's Strengths

1. _____

2. _____

3. _____

4. _____

Employee's Areas for Improvement/Development

- 1. _____

- 2. _____

- 3. _____

- 4. _____

Approvals and Employee Comments/Signature

Evaluator _____ Date _____

Evaluator's Supervisor _____ Date _____

Employee's Comments (please use a separate sheet of paper if necessary):

I have reviewed this Performance Review and discussed it with my Supervisor.

Employee _____ Date _____