

**2018-2019 PERFORMANCE EVALUATION**

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| Employee Name: | Supervisor’s Name: |
| Title: | Title: |
| Hire Date: | Department: |
| Performance Evaluation for: **June 1, 2018 – May 31, 2019** | Length of time you have supervised employee:  Years: Months: |

***Developing annual job performance goals and standards allows supervisors to effectively communicate expectations for employees. With the aid of the employee’s job description, goals should be set that are specific, measureable, attainable, results-orientated, and have a particular time-frame.***

***Based on the Foundation of the Rochester College Core Values, employee goals should be focused on doing all things as service to God, putting Christ at the center of our work and devoting ourselves to serving others.***

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| **2017-2018 GOALS**  *Based on goals and standards established in June, 2017* | **RESULTS & ACCOMPLISHMENTS**  *Describe specific progress made toward each goal. Was the goal fulfilled?* | **PLANNED ACTIONS OR CHANGES**  *If further action is necessary or goal was not achieved, please describe. Outline new goal if necessary.* |
| **GOAL 1:** |  |  |
| **GOAL 2:** |  |  |
| **GOAL 3:** |  |  |
| **GOAL 4:** |  |  |
| **GOAL 5:** |  |  |
| **GOAL 6:** |  |  |

I have read and discussed these goals with my supervisor, and I understand its contents.

Employee Signature: Date:

Supervisor Signature: Date:

***The following scale should be used by supervisors to rate the employee on job performance in specific areas outlined below:***

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| RATING SCALE | |
| **1** | Outstanding – Exceeds expectations |
| **2** | Satisfactory – Meets expectations |
| **3** | Unsatisfactory – Does not meet expectations |
| **NA** | The employee is not required to perform in a specific rating factor, and it cannot be measured. |

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| 1. Technical Skills (Measures the employee’s effectiveness in applying job knowledge and skill to job assignments) | | | | | |
| 1 | 2 | 3 | NA | Rating Factors | Comments |
|  |  |  |  | The employee has the necessary knowledge to perform job requirements |  |
|  |  |  |  | The employee understands how to employ job tools appropriately |  |
|  |  |  |  | The employee follows proper safety procedures |  |
|  |  |  |  | The employee understands how his/her job performance affects the institution |  |
|  |  |  |  | The employee can accurately estimate task timelines and set realistic deadlines |  |
|  |  |  |  | The employee is a trusted source of information within his/her work area |  |
| Comments: | | | | | |

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| 2. Quality of Work (Measures the manner in which the employee completes job assignments) | | | | | |
| 1 | 2 | 3 | NA | Rating Factors | Comments |
|  |  |  |  | The employee completes tasks with accuracy and precision |  |
|  |  |  |  | The employee is thorough and organized when performing tasks |  |
|  |  |  |  | The employee follows through and follows up on job assignments |  |
|  |  |  |  | The employee demonstrates sound judgment and decision-making skills |  |
|  |  |  |  | The employee works independently under broad or limited supervision |  |
|  |  |  |  | The employee prioritizes job assignments appropriately |  |
| Comments: | | | | | |

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| 3. Approach to Work (Measures the employee’s conduct and attitude while performing job assignments) | | | | | |
| 1 | 2 | 3 | NA | Rating Factors | Comments |
|  |  |  |  | The employee works within established policies and guidelines |  |
|  |  |  |  | The employee challenges status quo processes appropriately |  |
|  |  |  |  | The employee seeks additional training and development |  |
|  |  |  |  | The employee is consistently present and punctual for set work hours |  |
|  |  |  |  | The employee plans and prepares effectively for anticipated absences |  |
|  |  |  |  | The employee’s presence positively enhances the work of a team |  |
| Comments: | | | | | |

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| 1. **Student Focus** (Measures the employee’s level of service toward students) | | | | | |
| 1 | 2 | 3 | NA | Rating Factors | Comments |
|  |  |  |  | The employee anticipates, understands, and addresses student needs |  |
|  |  |  |  | The employee assists students in a timely manner |  |
|  |  |  |  | The employee's student encounters are professional and friendly |  |
|  |  |  |  | The employee is flexible in responding to student needs |  |
|  |  |  |  | The employee is accessible to students |  |
|  |  |  |  | The employee prioritizes student needs in daily work flow |  |
| Comments: | | | | | |

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| **5. Continuous Improvement** (Measures the employee’s efforts to anticipate, address, and embrace needed change) | | | | | |
| 1 | 2 | 3 | NA | Rating Factors | Comments |
|  |  |  |  | The employee provides creative solutions to complex problems |  |
|  |  |  |  | The employee is actively involved in a collaborative creation progress with co-workers |  |

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|  |  |  |  | The employee is open to feedback and can work to integrate it efficiently |  |
|  |  |  |  | The employee is continually engaged in personal and organizational assessment |  |
|  |  |  |  | The employee experiments with new processes and methods |  |
|  |  |  |  | The employee anticipates future challenges and needs |  |
| Comments: | | | | | |

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| **6. Collegiality** (Measures the employee’s collaborative spirit and behavior) | | | | | |
| 1 | 2 | 3 | NA | Rating Factors | Comments |
|  |  |  |  | The employee is supportive of fellow co-workers professionally and personally |  |
|  |  |  |  | The employee openly shares relevant information with co-workers and supervisors |  |
|  |  |  |  | The employee maintains a high-level of respect for each co-worker |  |
|  |  |  |  | The employee actively seeks the opinions and feedback of fellow co-workers |  |
|  |  |  |  | The employee practices accountability with self and others |  |
|  |  |  |  | The employee partakes in and initiates department and organizational collaboration |  |
| Comments: | | | | | |

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| 7. Stewardship (Measures the employee’s ownership of the RC legacy and mission) | | | | | |
| 1 | 2 | 3 | NA | Rating Factors | Comments |
|  |  |  |  | The employee demonstrates knowledge of the RC identity, vision, mission, and core values |  |
|  |  |  |  | The employee's work and conduct positively affect the RC legacy |  |
|  |  |  |  | The employee accepts responsibility for the results and outcomes of work |  |

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|  |  |  |  | The employee respects RC facilities and property |  |
|  |  |  |  | The employee is creative and economical with resources |  |
|  |  |  |  | The employee's work benefits the institution long-term |  |
| Comments: | | | | | |

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| **8. Overall Performance Rating** | | | |
| 1 | 2 | 3 | Supervisor Comments |
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| **Employee Comments/Reactions**  *(Optional. If employee wishes to do so, any comments concerning the appraisal may be indicated in this section, or by an attachment.)* |
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Employee Signature: Date:

***I have read and discussed this evaluation with my supervisor and I understand its contents. My signature indicates that I have been advised of my performance status and does not necessarily imply that I agree with either the appraisal or its contents.***

Supervisor Name:

Supervisor Signature: Date:

Human Resources Review Signed:

Date: