

**ROANE STATE COMMUNITY COLLEGE
ADMINISTRATIVE/PROFESSIONAL STAFF
PERFORMANCE EVALUATION**

From: _____ To: _____

Name: _____ Dept.: _____

Please check one of the following: 3-Month Evaluation 6-Month Evaluation Annual Evaluation

Directions: For each category listed below, please check the category which most closely describes the performance of the employee shown above. Descriptive comments are required for any categories in which the employee receives "Needs improvement" or "Exceeds job expectations". For any category in which the employee receives "Unacceptable", a structured performance plan is required and performance in the area will be reevaluated in 90 days.

ORGANIZATION & TIME MANAGEMENT

To what extent does the employee identify priorities and schedules? To what extent does the employee set and meet deadlines for reports, plans, budget, etc. To what extent does the employee effectively organize, plan ahead and make efficient use of time and resources?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

INITIATIVE

To what extent does the employee move ahead on own initiative, initiate action and find workable solutions to problems? To what extent does the employee demonstrate awareness of procedural and technical changes in carrying out job functions? To what extent does the employee demonstrate resourcefulness and willingness to accept responsibility?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

PERCEPTION & JUDGMENT

To what extent does the employee display ability to secure and evaluate facts in making decisions and taking action? To what extent does the employee weigh information objectively and unemotionally and reach logical, timely and effective decisions?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

COMMUNICATION

To what extent does the employee use acceptable standards of English, including punctuation, grammar, sentence structure, and spelling – both orally and in writing?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

ADAPTABILITY & FLEXIBILITY

To what extent does the employee adapt to new situations and changes in routines, work load, and/or work assignments? To what extent is the employee able to adjust to changing circumstances in order to get the job done? To what extent is the employee able to do various types of work?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

DEPENDABILITY

To what extent does the employee adhere to policies and procedures? To what extent is the employee reliable in performing assigned duties without direct supervision? To what extent does the employee maintain satisfactory attendance performance in regard to tardiness, early departures and/or absences? To what extent does the employee follow leave policies? To what extent is needed information shared in a timely manner with supervisors, associates, employees and others?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

PROFESSIONAL QUALITIES

To what extent does the employee exhibit ethical standards and integrity, and demonstrate courtesy and fairness in dealing with others? To what extent does the employee effectively participate in professional activities, such as organizations, publications, development, team and committee meetings, and community service? Is the image projected by the employee an asset to the college?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

JOB KNOWLEDGE/SKILLS

To what extent does the employee maintain a satisfactory level of job knowledge and/or skills, demonstrate an understanding of work assignments, and exercise skills appropriate to meet the expectations of the position?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

QUALITY & QUANTITIY OF WORK

To what extent does the employee's work meet necessary standards: example – accuracy neatness, thoroughness, compliance with safety standards? To what extent does the employee meet acceptable work load standards and accomplish the quantity of work expected?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

ATTITUDE/RELATIONSHIPS

To what extent does the employee display a positive, cooperative team attitude toward work assignments and requirements? To what extent does the employee establish effective working relationships when dealing with supervisors, those being supervised (if applicable) co-workers, and/or the public? To what extent does the employee display a positive attitude toward criticisms and suggestions?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

SUPERVISORY SKILLS (IF APPLICABLE)

To what extent is the employee able to obtain the cooperation of others, inspire confidence, teamwork and commitment and effectively direct to work of others to accomplish goals and meet challenges? To what extent does the employee motivate, evaluate staff, monitor work and actively recognize and reward the accomplishments of others? To what extent does the employee promote effective and efficient area cooperation, budget management, and planning and management for the responsible area?

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

DEPARTMENTAL GOALS (SPOL)

(Attach your SPOL GOALS with current results/actions)

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

OVERALL PERFORMANCE

Indicate extent to which the overall performance has met, exceeded, or fallen below expectations.

Unacceptable	Needs Improvement	Meets Job Expectations	Exceeds Job Expectations	Not Applicable

Comments:

SUMMARY OF PROFESSIONAL DEVELOPMENT ACTIVITIES

SUMMARY OF ACTION

Please use this space to address areas of needed improvement, performance goals, and overall comments related to areas in which the employee excels, or other general comments which were not covered in previous areas. (Attach additional sheet(s), if necessary)

Supervisor's Signature _____ Date _____

EMPLOYEE RESPONSE

Please use this space to respond to this evaluation. This response may include agreement/disagreement, reasons for certain scores, or plans of action for the upcoming year. (Attach additional sheet(s), if necessary)

Employee's Signature _____ Date _____