

**ROANE STATE COMMUNITY COLLEGE
SUPPORT STAFF PERFORMANCE EVALUATION**

Name

Department/Title

Date of Employment

Evaluation from _____ to _____

Please check one: 3-Month Evaluation 6-Month Evaluation Annual Evaluation

The purpose of this performance evaluation is for improvement of employee performance and recognition of exemplary performance. The care and accuracy with which this evaluation is prepared will determine its value to the employee, to the employer and to the college. It should encourage open discussion between the supervisor and the employee with respect to job requirements, job expectations, job performance, areas of needed improvement, and overall performance of duties.

As part of the Performance Evaluation Process, the following are your rights and obligations as an employee.

Employee Rights:

- To expect a fair and objective evaluation
- To expect a confidential evaluation
- To discuss with your supervisor methods for improving your job skills and/or performance
- To be given an adequate amount of time to review your evaluation prior to signing and returning the evaluation
- To discuss your evaluation with your second level supervisor, if needed
- To be given a copy of your final evaluation

Employee Obligations:

- To actively participate in the evaluation process
- To request explanations of ratings with which you disagree
- To seek the guidance and advice of your supervisor toward strengthening job performance
- To comment in writing on your evaluation and sign the evaluation form

PERFORMANCE RATING SCALE SUMMARY

Unacceptable - Performance is clearly below minimum job requirements. Performance in the area will be re-evaluated in 90 days.

Needs Improvement - Demonstrates a level of accomplishment below expected standards of performance. Demonstrates an inconsistent level of achievement due to lack of commitment, focus, and/or initiative to put forth full effort.

Meets job expectations - Demonstrates a level of accomplishment that clearly meets all expectations. Reflects performance expected of those who possess the necessary education, training, and experience to perform the job in a consistently reliable manner.

Exceeds job expectations – Clearly and consistently exceeds requirements of the current position. This quality of performance is easily recognized by others in related areas as well as outside the individual's own group or function.

Not applicable – Does not apply to job.

Directions: For each category listed below, please check the category which most closely describes the performance of the employee. Categories above and below "meets job expectations" require documentation.

JOB KNOWLEDGE AND SKILLS

Demonstrates technical knowledge and skills necessary to perform the job? Understands internal policies and procedures? Understands and correctly completes documents (e.g., forms, records, files)?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

ANALYTICAL ABILITY AND JUDGMENT

Effectively evaluates facts and makes appropriate decisions? Recognizes problems and promptly advises supervisor? Ability to effectively work on his/her own?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

PRODUCTIVITY

Completes tasks in a timely and efficient manner? Completes work according to instructions?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

ACCURACY AND THOROUGHNESS

Pays attention to detail? Completes work thoroughly with minimal errors?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

WORK RELATIONSHIPS/ATTITUDE

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?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

ATTENDANCE AND PUNCTUALITY

Reports to work regularly? Reports to work and leaves work at scheduled times? Reports absences to supervisors according to policy?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

COMMUNICATION SKILLS

Understands written and oral instructions? Communicates effectively?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

PERSONAL CHARACTERISTICS

Ability to maintain confidentiality? Displays poise and maturity? Projects a professional and positive image?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

SUPERVISORY SKILLS (IF APPLICABLE)

To what extent does the employee demonstrate progress in reaching diversity goals outlined in the affirmative action plan and other-race student enrollment? To what extent is the employee able to obtain the cooperation of others, inspire confidence, teamwork and commitment and effectively direct the work effort of others to accomplish goals and meet challenges? To what extent does the employee motivate, delegate responsibility, evaluate staff, monitor work and actively recognize and reward the accomplishments of others? To what extent does the employee promote effective and efficient area operation, budget management, and planning and management for the responsible area?

- | | | |
|---|--|---|
| <input type="checkbox"/> Unacceptable | <input type="checkbox"/> Needs Improvement | <input type="checkbox"/> Meets Job Expectations |
| <input type="checkbox"/> Exceeds Job Expectations | | <input type="checkbox"/> Not Applicable |

Comments:

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: _____