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| **ANNUAL PERFORMANCE EVALUATION PROGRAM** | | | | | |
| **Dept. Name:** | |  | **Employee Name:** |  | |
| **Supervisor Name:** | |  | **Employee A#:** |  | |
| **Supervisor Title:** | |  | **Employee Title:** |  | |
| **JOB RELATED COMPETENCIES (Use duties from job description)** | | | | | **Rating**  **(4, 3, 2, 1, 0)** |
| **1** |  | | | |  |
| **2** |  | | | |  |
| **3** |  | | | |  |
| **4** |  | | | |  |
| **5** |  | | | |  |
| **6** |  | | | |  |
| **7** |  | | | |  |
| **8** |  | | | |  |
| Comments: | | | | | |

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| --- | --- | --- |
| **PERFORMANCE VALUES** | | **Rating**  **(4, 3, 2, 1, 0)** |
| **1** | **Quality of Work:** Accuracy, Thorough, Detailed, Organized, Clean |  |
| **2** | **Work Habits:** Follows Instructions, Utilizes Time and Materials Effectively, Task Completion, Proper Use and Care of University Equipment |  |
| **3** | **Work Schedule & Attendance:** Prompt, Punctual, Absent Only as Approved, Working full scheduled shift |  |
| **4** | **Customer Focused Communication:** Responds to Customers Well, Helpful, Friendly, Communicates Effectively |  |
| **5** | **Teamwork:** Carries Out Tasks/Responsibilities to the End, Cooperates with Other Employees |  |
| **6** | **Policy & Safety Compliance:** Follows University, District, and Safety Policies |  |
| **7** | **Adaptability:** Adjusts Well to Change, Flexible When Necessary |  |
| **8** | **Appropriate Work Place Behavior:** Respectful, Courteous, Uses Appropriate Language, Wears Proper Work Attire |  |
| Comments: | | |

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| **ANNUAL GOALS (The Supervisor and the Employee write the goals during the Annual Performance Evaluation. The Supervisor enters the rating and reviews it with the employee during the following year’s Annual Performance Evaluation.)** | | **Rating**  **(4, 3, 2, 1, 0)** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| Comments: | | |

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| **OVERALL RATING AND SIGNATURE SHEET** | | | | | | |
| Supervisors can make general comments but are required to comment on ratings that are above or below Meets**.** Attach additional sheets and relevant evidence as needed. | | | | | | |
| Final Summation Narrative: | | | | | | |
| **OVERALL RATING** | | | | | | |
| **Far Exceeds**  **(52-64)**  Performance is consistent, of excellent quality, and stands out as truly exceptional. An employee would need to achieve 52-64 points to receive an overall rating of Far Exceeds. | **Exceeds**  **(38-51)**  Performance at a level above expectations. An employee would need to achieve 38-51 points to receive an overall rating of Exceeds. | | **Meets**  **(30-37)**  Performance meets the requirements of the position. An employee would need to achieve 30-37 points and a minimum of meets for the predetermined job related competencies and performance values discussed with the supervisor to receive an overall rating of Meets. | **Partially Meets**  **(16-29)**  Performance does not meet expectations. An employee would need to achieve 16-29 points to receive an overall rating of Partially Meets.  Recommend a Development Plan. | | **Not Met**  **(0-15)**  Performance must improve substantially. An employee would need to achieve 0-15 points to receive an overall rating of Not Met.  Requires a Performance Improvement Plan. |
|  |  | |  |  | |  |
| **Employee Signature:** | |  | | | **Date:** |  |
| **Supervisor Signature:** | |  | | | **Date:** |  |

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| **PERSONAL PROFESSIONAL DEVELOPMENT GOALS (Not formally scored. Serve as coaching opportunities.)** | |
| At the beginning of the performance cycle, supervisor and employee discuss development opportunities and list goals for the current cycle. Describe goals as SMART goals (specific, measurable, achievable, realistic, time-based). Discuss progress regularly with the employee. | |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **PERSONAL DEVELOPMENT COMMENTS** | |
| Comments: | |