**Performance Review for 2017-2018**

Employee Name

Supervisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department

Position

***Please check the appropriate box***

|  |  |
| --- | --- |
| **I am the supervisor** |  |
| **I am the employee** |  |

***Instructions****:*

* The employee whose performance is being evaluated completes this form as a self-assessment, which is given to the supervisor for consideration and discussion when conducting the performance appraisal.
* When finalized, the written evaluation should include all signatures indicated, and a copy of it should be given to the employee, the supervisor, and the Human Resources Department.

***Performance Summary of Performance Year***

**Employees- Use this space to summarize your thoughts on your performance during the review year.**

**Supervisors- Use this space to provide a summary of this employee’s overall performance during the review year. These comments should be general in nature. Specific opportunities for improvement or examples of achievements will be detailed on the following pages.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Review of Performance** | | | | | | |
| **Competency Areas** | **Rarely Achieves** | **Sometimes Achieves** | **Fully Achieves** | **Sometimes Exceeds** | **Consistently Exceeds** | **Comments and Suggestions for Improvement** |
| ***Add additional areas, as applicable for all employees in area*** | ***Check the box below that applies for this skill area*** | | | | | ***Complete with specific examples which reflect rating/ offer suggestions for improvement*** |
| **Attendance/Punctuality**  Shows up for work as scheduled and on time. |  |  |  |  |  |  |
| **Safety**  Follows all safety rules and completes work in a safe way |  |  |  |  |  |  |
| **Job Knowledge**  Understands job objectives, duties and job responsibilities. |  |  |  |  |  |  |
| **Technical Knowledge**  Shows proficiency in application of methods, techniques, equipment necessary to accomplish work. |  |  |  |  |  |  |
| **Quality of work**  Sets work standards and achieves results that are accurate, thorough, dependable and useful. |  |  |  |  |  |  |
| **Attitude/teamwork**  Contributes to positive and productive workplace relationships. Enthusiastic, courteous, flexible and cooperative in the work environment. |  |  |  |  |  |  |
| **Competency Areas** | **Rarely Achieves** | **Sometimes Achieves** | **Fully Achieves** | **Sometimes Exceeds** | **Consistently Exceeds** | **Comments and Suggestions for Improvement** |
| **Communication:**  Communicates with appropriate tone, clarity, and timelines. (Both oral and written communication) |  |  |  |  |  |  |
| **Decision-Making and Critical Thinking**  Analyzes facts and situations prior to initiating action and problem-solving. |  |  |  |  |  |  |
| **Dependability**  Fulfills responsibilities and commitments and can be counted on to carry out instruction. |  |  |  |  |  |  |
| **Initiative and Resourcefulness:**  Establishes self as a self-starter, handles unforeseen difficulties successfully, develops new ideas and does not require close supervision. |  |  |  |  |  |  |
| **Customer Service**  Acts as an ambassador for the college with internal and external customers |  |  |  |  |  |  |
| **Diversity/Inclusion**  Advocates and embraces an inclusive and culturally competent workplace |  |  |  |  |  |  |
| **Other (Job Specific)** |  |  |  |  |  |  |

**Signature Sheet for**

|  |  |
| --- | --- |
| Final Review Signatures | |
| Employee Signature | Date |
| Supervisor Signature | Date |

|  |
| --- |
| Employee Comments (additional sheet may be attached if needed) |
|  |