



Employee Performance Review

Throughout the year, supervisors and employees should meet regularly to discuss an employee's accomplishments, progress on goal completion, and areas where additional attention may be needed. This performance review is the annual culmination of these conversations and is intended to be a fair and balanced assessment of an employee's performance. The care and accuracy with which this evaluation is prepared will determine its value to the employee, to the supervisor, and to the College. It should encourage open discussion between the supervisor and the employee with respect to job requirements, expectations, performance, accomplishments and, if necessary, areas of needed improvement.

The evaluation process should be:

- Fair and objective
- Confidential
- An avenue to discuss the employee's work contributions and accomplishments
- A time to discuss methods for improving employee job skills and/or performance
- Scheduled to provide an adequate amount of time for discussion

Employee should:

- Be given a copy of their final evaluation
- Actively participate in the evaluation process
- Request explanations of ratings and comments with which they disagree
- Seek the guidance and advice of their supervisor toward strengthening job performance
- Comment in writing on their evaluation and sign the evaluation form

Select the rating:

Using the rating system detailed below, choose one option that best describes the employee's performance. Under each category, questions have been provided to assist the supervisor in clarifying that particular area. These questions are only provided as a guide and do not need to be addressed specifically nor limit other responses related to the category. Although comments are encouraged for any rating, categories marked as "E" or "NI" require specific examples or explanations to be included.

E= Exceeds Requirements This level of performance is characterized by steady application of skills to the requirements of the job with minimal direction. Objectives are consistently exceeded on a high standard of performance, and the employee often offers innovative suggestions for improvement. **(Supervisor MUST provide specific examples or explanations.)**

M= Meets Requirements This level of performance is characterized by objectives being met and overall performance is good. **(Examples provided are effective to support statements.)**

NI = Needs Improvement This level of performance indicates that the employee's performance is not meeting the job expectations/requirements. **(Supervisor MUST provide specific examples or explanations AND in the Goal and Objectives section clarify how the employee will improve and create a specific goal(s) to address the needed improvements.)** If the supervisor determines it is necessary to develop a Performance Improvement Plan, she or he should contact the Director of Human Resources and refer to the Performance Evaluation Manual for further guidance.

Employee Name: _____ Title: _____ PIN: _____

Division: _____ Supervisor: _____

Date of Last Review: _____ Current Date: _____

Annual Review _____

3-Month Probationary Review _____

6-Month Probationary Review _____

(Supervisors have the option to extend an employee's probation period. Please speak with Human Resources if you would like to further discuss this option.)

JOB DESCRIPTION REVIEW:

Review the employee's job description and responsibilities to ensure the job description is up-to-date. If any changes are determined, please complete the Job Description Update form and attach it to this evaluation.

- ☐ Job description was reviewed and remains the same.
- ☐ Job description was reviewed and the suggested changes are attached and have been sent electronically to Human Resources. (Submissions will be reviewed by Human Resources. If the changes are accepted, the new Job Description will be sent requesting the appropriate signatures. Please note, the Job Description is not official until it has obtained the necessary approvals and is submitted to Human Resources.)

PERFORMANCE REVIEW:

Below are the categories in which every Jefferson College employee should be evaluated. The questions following each category title have been provided as guidance on which topics the category encompasses. The supervisor does not need to respond to each question and may address other topics that may fit into this category.

Understanding of the Job:

Rating: _____

Does the employee have adequate knowledge and skills related to completing the variety of tasks required by the job? Does the employee take ownership of job duties and hold him or herself accountable for projects and job duties? Does the employee understand institutional and departmental policies and procedures?

Initiative:**Rating:** _____

Does the employee demonstrate initiative and resourcefulness by taking appropriate action with a minimum of direction as situations arise? Does the employee seek opportunities to learn new skills, and make suggestions for improving work processes? Does the employee set individual objectives and goals, and establish appropriate priorities? Does the employee demonstrate self-direction when completing job assignments?

Cooperation:**Rating:** _____

Does the employee give assistance to others to enable colleagues to meet stated goals and objectives? Is the employee courteous toward coworkers and others? Does the employee work effectively with others to accomplish common goals?

Integrity:**Rating:** _____

Does the employee exhibit honesty, integrity, and high ethical standards while performing his/her job duties? Does the employee exhibit respect for the diversity of the college community?

Adaptability:**Rating:** _____

Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen circumstances?
Does the employee display patience and control when confronted with stressful situations?

Productivity and Efficiency:**Rating:** _____

Does the employee complete assignments on schedule, use resources wisely and manage time effectively? Does the employee identify work methods to increase productivity? Does the employee demonstrate consistency in the amount of work produced? Is the quality of work acceptable? Is the work accurate, thorough, and of high quality?

Communication:**Rating:** _____

Does the employee provide accurate and clear written and verbal information; present information effectively, listen effectively, comprehend and follow direction, and ask appropriate and timely questions?

Reliability/Dependability:

Rating: _____

Does the employee follow through on assigned tasks to completion? Is the employee reliable? Does the employee meet attendance requirements? Does the employee request sick and annual leave in a timely manner? Does the employee report for work on time? (Leave approved under FMLA may not be considered.)

Supervision: ☐ Staff ☐ Faculty ☐ Student Workers ☐ NA

Rating: _____

To what extent does the employee motivate, delegate responsibility, monitor work and actively recognize and reward the accomplishments of others? To what extent does the employee promote effective and efficient area operations, technology innovations, budget management, and engage in performance management and staff development?

ADDITIONAL ACCOMPLISHMENTS

List any accomplishments for the past year that have not been addressed in this evaluation. Consider the following: Does the employee demonstrate creativity in projects or approaches to tasks? Has the employee actively participated in a committee or task force on campus or state-wide in his/her professional community? Has the employee served others outside of the department or volunteered at campus events? Has the employee provided exceptional leadership by promoting commitment and teamwork with others? Has the employee completed any educational course work?

OTHER

If there are any other points that you think should be addressed in the employee's evaluation, please do so here.

GOALS AND OBJECTIVES

1. Review the goals and objectives from the previous review period and report on the progress. Please list each Goal identified in the previous evaluation and provide information on whether the goal was completed, delayed, or, upon review between the supervisor and employee, determined unnecessary. (Attach prior year's goals, objectives, strategic aim alignment, and completion status.)
2. Together, the supervisor and employee should identify the goals and measurable objectives for the employee to work toward during the coming year. A goal is a general statement that indicates what needs to be accomplished; an objective identifies measurable actions describing how and when the goal is going to be accomplished.
3. Review the Jefferson College Strategic Aims (found on the last page). For each goal, identify the Strategic Aim(s) supported through the completion of the goal(s). Supervisors must assure that the employee has the resources needed and understands the steps to take to achieve the objectives. Goals can include specific projects, training to improve job skills, etc. Attach upcoming year's goals including the following information for each:

Goal:

Objective:

Strategic Aim Alignment:

Completion Date:

VIII. EMPLOYEE REVIEW CHECKLIST		
To be completed by the employee	YES	NO
My performance has been reviewed and discussed with me.	<input type="radio"/>	<input type="radio"/>
I feel that my supervisor understands my concerns.	<input type="radio"/>	<input type="radio"/>
I have received a copy of my review.	<input type="radio"/>	<input type="radio"/>

The Employee Performance Review must be signed before being sent to Human Resources. Please note,

1. Signing does not indicate agreement.
2. Employees have ten calendar days to submit a response to Human Resources with additional written comments and /or documentation. Once submitted, the responses will be shared with the appropriate supervisor and administrative personnel. Human Resources will contact the employee and supervisor to determine a time to discuss the employee's response.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

REVIEW BY ADMINISTRATIVE PERSONNEL- I certify that I have carefully reviewed this performance review and informed the supervisor of any inconsistencies/errors noted and/or lack of required documentation as given on this form.

Senior Director: _____

Date: _____

Vice President/President: _____

Date: _____

**STRATEGIC PLAN
2015-2020
GOALS AND OBJECTIVES**

Below are the Aims and Objectives outlined in the Jefferson College Strategic Plan 2015-2020, Our Pathways to Excellence. When completing the goals section of the evaluation, please select the objectives that are being supported through that goal. Please note, more than one objective may apply.

Aim 1: Jefferson College will facilitate positive learning outcomes through quality curriculum, excellent instructional strategies, and comprehensive support services.

Objective:

- 1.1 Identify and address the diverse educational needs of students
- 1.2 Provide support services to facilitate student success
- 1.3 Prepare students for success beyond Jefferson College
- 1.4 Maintain and/or achieve institutional and program-level accreditation

Aim 2: Jefferson College will collaborate with the community to promote the intellectual, economic, and cultural enrichment of its diverse residents.

Objective:

- 2.1 Promote the life-long learning of residents
- 2.2 Support economic growth in the community
- 2.3 Promote the cultural enrichment of residents

Aim 3: Jefferson College will provide services, programs, and policies necessary to enable a diverse faculty and staff to contribute to the fulfillment of Jefferson College's mission.

Objective:

- 3.1 Identify and address the diverse needs of employees
- 3.2 Enhance processes to provide high levels of efficiency, quality, and cost effectiveness

Aim 4: Jefferson College will provide relevant, safe, energy efficient, and accessible environment, and use it to maximum efficiency to meet the needs of the students, faculty, staff, and community now and in the future.

Objective:

- 4.1 Update and maintain campus environment to address current and future needs
- 4.2 Update and enhance technology infrastructure to address current and future needs
- 4.3 Demonstrate environmental responsibility in all facilities, resources, and processes

Aim 5: Jefferson College will maintain fiscal responsibility through a financial management system that promotes stability, flexibility, and transparency.

Objective:

- 5.1 Maintain a stable yet flexible financial management system
- 5.2 Maintain a collaborative and transparent budgeting process