

**Howard County Junior College District**  
**Employee Performance Review**  
*Revised and Implemented Fall 2015*

**Employee Name:**\_\_\_\_\_ **Employee ID:**\_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Date of Review:** \_\_\_\_\_

<b>Review Type:</b> _____ <b>Annual</b> _____ <b>Special</b>	_____ <b>Probationary ( _____ days/months)</b> _____ <b>Retain</b> _____ <b>Extend probationary status _____ days/months</b> _____ <b>Considered for dismissal</b>
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### Rating Definitions

**Exceptional (E) (maximum of 5/Supervisor maximum of 6):** Far exceeded the requirements. Performance is characterized as exceptional.

**Solid Performer (SP):** Met the key requirements of the job. Performance is characterized as consistently achieving requirements.

**Room to Grow (RTG) (min. of 1 required):** Performance can be improved in some areas.

**Needs Improvement (NI):** Does not meet the key requirements of the job. Direction and follow-up are needed. Immediate improvement required.

**Ratings: Rate the employee on the factors listed below**

Performance Criteria	E	SP	RTG	NI	Requirement Completed Yes or No
<b>Adaptability</b> (Adjusts to changing situations; learns new and different tasks; responds appropriately to suggestions for work improvement)					
<b>Attendance/Punctuality/Accessibility</b> (Maintains an acceptable attendance record; works as scheduled; exempt employees—available as necessary)					
<b>Communication</b> (Communicates effectively with co-workers, students and customers; exhibits good listening and comprehension. Has achieved or is making progress towards signed communication proficiency, as applicable.)					
<b>Customer Service</b> (Tact and diplomacy; appropriately responds to requests for service and assistance)					
<b>Initiative/Problem Solving/Decision Making</b> (Performs with minimal supervision; acts promptly; seeks solutions to resolve unexpected problems that arise on the job; makes practical decisions)					
<b>Institutional Improvement</b> (Actively participates in assigned planning units/groups and process for the institution. If planning group contact, performs role effectively)					
<b>Interpersonal Skills</b> (Maintains harmonious working relationships with supervisors, coworkers, students, and the public; interacts appropriately with all members of the college community and helps to create a hospitable, professional and inclusive environment consistent with institutional efforts to enhance student success)					
<b>Job Knowledge</b> (Demonstrates the knowledge and skills necessary to perform effectively; understands the expectations of the job and stays current with new technologies, methods, and processes in area of responsibility)					
<b>Physical Appearance/Professional Dress</b> (Dresses appropriately and professionally for position)					
<b>Policies/procedures</b> (Follows district policies and procedures; submits all required reports and information by due dates; utilizes Employee Handbook)					
<b>Resource Responsibility</b> (Works within approved budget and/or efficient with resources)					
<b>Safety/Security</b> (Observes safety and security procedures; maintains an orderly and clean work space; secures confidential information)					
<b>Student learning, access and success</b> (Exhibits commitment to student learning, access and success; supports and participates in college initiatives to improve student learning; promotes and participates in recruitment and retention efforts; provides guidance to students as appropriate)					

<b>Work Habits</b> (Demonstrates commitment, dedication, cooperation, and positive behavior; complies with college policies and procedures; prioritizes and plans)					
<b>Work Quality/Productivity</b> (Completes duties and special assignments thoroughly, accurately and in a timely manner; performs as efficiently as possible without jeopardizing quality; achieves established goals )					

<b>Professional Development</b> (Completes minimum of four hours of professional development activities annually and attends required Professional Development Days)					
<b>Mandatory Training</b> (Completes annual requirement)					

### **Supervisory Criteria (if applicable)**

<b>Delegation and Supervision</b> (Demonstrates ability to direct others; effectively selects and motivates staff; encourages professional development for staff; completes timely performance reviews and other reporting requirements)					
<b>Leadership</b> (Exhibits confidence in self and others; inspires respect and trust; motivates others; reacts well under pressure; knowledgeable of district policies and procedures)					
<b>Planning and Organization</b> (Plans and organizes work; coordinates with others; establishes appropriate priorities and deadlines)					

### **Comment on overall employee performance:**

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### **Special accomplishments:**

Describe any accomplishments that had significant impact on the department or the college.

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### **Recommendations to Enhance Employee Performance:** (Must comment on those marked Room to Grow or Needs Improvement)

Describe the specific areas in which the employee needs to improve, any training required, and the deadline by which improvements are expected. *Recommendations should become a goal or project for the next review period.*

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### **Employee comments:** (Optional)

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Required Signatures:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Human Resources:** \_\_\_\_\_ **Date:** \_\_\_\_\_