

WALTERS STATE COMMUNITY COLLEGE

Annual Evaluation Form

EMPLOYEE: _____ DEPARTMENT/DIVISION: _____

POSITION: _____ EVALUATION PERIOD: _____ / _____
FROM (mmyyyy) TO (mmyyyy)

UNSATISFACTORY: Performance inadequate

NEEDS MUCH IMPROVEMENT: Does not meet most requirements; improvement required

NEEDS SOME IMPROVEMENT: Meets most requirements but needs improvement in certain areas

EXPECTED PERFORMANCE: Consistently meets expected performance requirements

EXCEEDS EXPECTED PERFORMANCE: Consistently exceeds expected performance requirements

**Unsatisfactory*
 Needs Much Improvement
 Needs Some Improvement
 Expected Performance
 **Exceeds Expected Performance*

PERFORMANCE REQUIREMENTS					
1. Knowledge of Job – understands job duties; has technical knowledge and skills in own and related fields; follows institutional procedures and guidelines					
2. Quality of Work – produces accurate and dependable results; seeks high standards in finished product; attends to details in a dependable and conscientious manner; makes timely, sound and credible decisions; appraises situations and problems objectively					
3. Quantity of Work – produces a high volume of acceptable work; has ability to achieve desired results and to prioritize according to objectives and goals					
4. Initiative – consistently works toward approved goals; acts promptly and independently; has self-starting ability; suggests improvements; facilitates the solution of problems					
5. Responsibility – carries out duties; accepts responsibility for work outcomes; makes sound, logical decisions					
6. Teamwork – interacts positively and works effectively with co-workers, faculty, staff, students, and the public; works effectively with others					
7. Dependability – exhibits consistency in regular attendance; considers appropriate request of and use of leave					
8. Communication Skills – listens and communicates effectively both orally and in writing; participates in discussions; greets public courteously by phone and in person					
9. Self-improvement – pursues professional development activities; seeks to improve job skills and looks for increased job responsibilities					
10. Institutional Commitment – dedicated to service; displays concern for total welfare of the college as well as specific responsibilities; promotes favorable public awareness of the college; develops and accomplishes realistic annual objectives					
11. Affirmative Action – exhibits support of college’s affirmative action goals and objectives					
12. Leadership Abilities – exhibits good leadership skills; has ability to team build; maintains high morale					
OVERALL EVALUATION					

*Justification required on back of form

JUSTIFICATION (only for "Unsatisfactory" and "Exceeds Expected Performance" ratings):

LIST STRENGTHS AND WEAKNESSES:

EMPHASIS FOR CONTINUOUS IMPROVEMENT IN THE UPCOMING YEAR:

COMMENTS ON OVERALL EVALUATION:

PROBATION RECOMMENDATION:

No Yes. Recommend employee be placed on probation for a _____ month time period.
(NOTE: Performance Improvement Plan is required)

Signature of Rater

Date

Signature of Employee
(Employee's signature indicates neither approval or disapproval – merely that this evaluation has been discussed with employee by the immediate supervisor.)

Date

In my opinion, the above ratings are generally: Liberal Accurate Conservative

Signature of Rater's Supervisor

Date