

Collin County Community College District
Staff & Administrative Performance Evaluation
2002-2003

Name of Employee:	Review Date: ____ / ____ / ____
Title:	Due Date: TBA
Department:	
Supervisor:	

Acknowledgments

Instructions: Both the employee and supervisor should sign and date this page acknowledging that they have completed and reviewed the appropriate sections of the Staff and Administrative Performance Evaluation. Comments may be added as desired by the employee, supervisor, or both. *Send the completed original to the Human Resource Office (CYC). Supervisor and employee should retain copies. (Supervisor and employee should retain original goals and return the Evaluation Form only.)*

I have reviewed and discussed this completed
Staff Performance Evaluation with this employee.

I have reviewed and discussed this completed
Staff Performance Evaluation with my supervisor.

Supervisor's Signature

Employee's Signature

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Comments:

Comments:

Employee**Name:** _____

Evaluation of Performance Based on Job Description Instructions: Conduct annually. For each job function listed below, indicate whether the employee's performance during the current contract period “Meets Standards of Excellence” or “Needs Improvement.”

Meets Standards of Excellence: One or more of the words “successfully,” “effectively,” or “impressively” should apply. This rating is not awarded for performance that is mediocre, but for performance that clearly meets the standards of excellence for the category.

Needs Improvement: One or more of the terms “occasionally,” “sometimes,” or “progressing” should apply. This rating describes performance in which improvement in one or more areas is required to meet standards of excellence. If this is marked, explain below.

Remove from Job Description: If a given job function is no longer part of the employee’s job, indicate in the rightmost column that the function should be removed from the job description. Space is provided at the end of Part I to add job functions that have become a part of the employee’s job, but which are not yet reflected in the job description.

Meets Standards of Excellence	Needs Improvement	Remove from Job Description	Essential Functions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11)
			12)

Meets Standards of Excellence	Needs Improvement	Remove from Job Description	Essential Functions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Employee Name: _____

Meets Standards of Excellence	Needs Improvement	District-Wide Responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	As required in specific job functions, employee will participate in maintaining standards required for accreditation; participate in college task forces, activities, meetings, committees and councils; interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and safeguard sensitive or confidential information from intentional or unintentional disclosure.
<input type="checkbox"/>	<input type="checkbox"/>	Employee will maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and provide assistance to students, staff, faculty and the community in a timely and courteous manner. Employee is also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Explanation of "Needs Improvement":

Employee Name: _____

ADDITIONAL ESSENTIAL FUNCTIONS

Essential Job Functions to be <u>Added</u> to the Current Job Description and to the Evaluation for the Next Evaluation Cycle	
A.	
B.	
C.	

ACCOMPLISHMENTS

List any accomplishments below that have not been captured elsewhere in this evaluation.

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Goal Setting and Evaluation Form

(Manager and Employee to Retain)

Employee: _____

Interview Date: ____ / ____ / ____

Goal Setting (Conduct annually.)

Instructions: Together, the employee and supervisor should agree on a set of goals for the employee for next fiscal year. After completion, the supervisor should give the employee a copy of this sheet. The supervisor should also retain a copy, and will use them as a part of next year's Staff and Administrative Performance Evaluation.

Goal Review (Conduct annually.)

Instructions: The employee and supervisor should review a copy of the goals set during last year's Staff and Administrative Performance Evaluation and, together, evaluate the degree to which this employee accomplished the goals. Check the appropriate circles on last year's Goal Setting form to indicate which goals were accomplished, which were partially accomplished, and which were not accomplished. Provide explanations for goals that were partially accomplished or not accomplished.

Goals for FY _____	Goal Completion	Explanation
1.	<input type="checkbox"/> Accomplished <input type="checkbox"/> Partially Accomplished <input type="checkbox"/> Not Accomplished	
2.	<input type="checkbox"/> Accomplished <input type="checkbox"/> Partially Accomplished <input type="checkbox"/> Not Accomplished	
3.	<input type="checkbox"/> Accomplished <input type="checkbox"/> Partially Accomplished <input type="checkbox"/> Not Accomplished	
4.	<input type="checkbox"/> Accomplished <input type="checkbox"/> Partially Accomplished <input type="checkbox"/> Not Accomplished	
5.	<input type="checkbox"/> Accomplished <input type="checkbox"/> Partially Accomplished <input type="checkbox"/> Not Accomplished	