



Employee Last Name

Department

Review Date

Employee First Name

Position Title

Employee ID

Supervisor Name

Self-Evaluation

Supervisor Evaluation

Performance evaluations are intended to measure the extent to which the employee’s performance meets the requirements of a particular position and to establish goals for the future; strengthen the relationship between you and the employee; open up channels of communication; appraise past performance; recognize good performance; identify areas that might require improvement; enable you to assess your own communication and supervisory skills.

**INSTRUCTIONS:**

Listed on the following pages are a number of performance factors that are important in the successful completion of most assignments. A list of qualities has been included to assist in evaluating an employee’s performance in each area. To complete the Performance Appraisal Form, place an “O” under the level of achievement, which most accurately describes the employee’s performance on each factor.

In the spaces provided at the end of each section, you are encouraged to support your ratings with clarifying comments or specific examples which occurred during the review period that determined or affected the level of achievement marked. Factors rated “Exceeds Requirements” should be supported with examples or reasons. Factors rated “Needs Improvement” must be supported with examples or reasons and should be listed in the Employee Goals and Objectives for next year section (last page) of the Administrator Performance Review.

After the entire form has been completed and reviewed, the original is forwarded to the Office of Human Resources. Both the supervisor and the employee retain a copy.

**DEFINITION OF TERMS:**

**NEEDS IMPROVEMENT**

Performance is at a level below established objectives with the result that overall contribution is marginal and substandard. Performance requires a high degree of supervision.

**MEETS REQUIREMENTS**

Meets established objectives in a satisfactory and adequate manner. Performance requires normal to some degree of supervision.

**EXCEEDS REQUIREMENTS**

Job performance easily exceeds job requirements; performance approaches best possible attainment.

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>I. BASIC JOB REQUIREMENTS</b>				
<b>A. Understanding of the Job:</b> Does the employee have adequate knowledge to complete the tasks required by the job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>B. Institutional Commitment:</b> Does the employee demonstrate commitment to institutional effectiveness and the College's mission?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Quality of Work:</b> Is the quality of work acceptable and does it meet established standards? Does the employee perform accurately and efficiently?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Productivity and Efficiency:</b> Does the employee complete assignments and manage time well?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>E. Reliability/Dependability:</b> Does the employee follow through on assigned tasks to accommodate the work expected?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>F. Initiative:</b> Does the employee demonstrate initiative by taking action with a minimum of direction as situations arise?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>G. Service:</b> Does the employee demonstrate a desire to serve and show willingness to provide good service to students/faculty/staff and the public?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>H. Professionalism:</b> Does the employee project and sustain a positive image of the College within the educational and local communities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>I. Ethics:</b> Does the employee exhibit honesty and high ethical standards while performing his/her job duties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>II. JOB SPECIFIC ATTRIBUTES</b>				
<b>.A. Customer Service:</b> Does the employee prioritize and deliver excellent service to faculty, staff, and students in a timely, effective, and professional manner?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>B. Planning and Organizing:</b> Does the employee analyze work set goals and establish priorities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Problem Solving:</b> Does the employee identify and provide alternative solutions and make sound decisions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Creativity:</b> Does the employee generate and propose new concepts, approaches, and methods to improve outcomes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>E. Flexibility:</b> Does the employee demonstrate an ability to adjust to changing job requirements or other unforeseen circumstances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>F. Responsibility:</b> Does the employee manage the human and fiscal resources entrusted to them with efficiency and accuracy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>G. Accountability:</b> Does the employee take ownership of his/her job duties and hold himself/herself accountable for projects and job duties?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>H. Professional Development:</b> Does the employee demonstrate knowledge of current developments in the professional field, seek excellence through independent study, and participate in professional development activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>III. SAFETY &amp; SECURITY SPECIFIC DUTIES</b>				
<b>A. Communication: Provides clear and concise information to supervisors, team members, and the public.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>B. Work Efficiency: Effectively patrols assigned areas</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Emergency Response: Responds appropriately and effectively in emergency situations.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Adherence to Safety &amp; Security Protocols: Understands and follows safety and security protocols.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>E. Proactive Measures &amp; Prevention: Identifies and mitigates potential risk before they cause harm or impact the institution.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>F. Attendance and Punctuality: Maintains consistent attendance and punctuality.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>G. Professional Appearance: Clean, well-groomed, and dressed according the departmental policy.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>H. Incident Reporting: Accurately and promptly reports any security incidents. Maintains accurate records of security activities.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Please** list the employee's strengths. What does this employee do well?

**Please** list specific areas for improvement, if any:

	Exceeds Requirements	Meets Requirements	Needs Improvement	Not Applicable
<b>IV. INTERPERSONAL SKILLS</b>				
<b>A. Communication:</b> Does the employee provide accurate and clear written and verbal information, present information and listen effectively, comprehend and follow directions, and ask appropriate questions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>B. Collaboration:</b> Does the employee give assistance to others to enable colleagues or the team to meet the College's strategic direction?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. Teamwork:</b> Does the employee work effectively with others to accomplish common goals and objectives and use formal and informal methods to improve the productivity of the group?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. Conflict Resolution:</b> Does the employee take initiative to address situations involving conflict? Does the employee appropriately resolve differences with little disruption to the work quality and environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>E. Professionalism:</b> Does the employee strive to cultivate and maintain positive working relationships and demonstrate an attitude of respect towards coworkers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please list the employee's strengths. What does this employee do well?

Please list specific areas for improvement, if any:

Did employee complete Professional Development Activities for Fiscal Year 2024-2025?  Yes  No  N/A

<b>IV. OTHER COMMENTS</b>
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**Safety & Security Department  
Performance Evaluation Goals  
and Objectives**

Employee Name

**Employee Goals and Objectives for the next year (list goal, desired outcome, and timeframe for completion of goal):**

- 1.
- 2.
- 3.
- 4.
- 5.

**List opportunities you can pursue to continue down the journey of growing in your role at the College.**

- 1.
- 2.
- 3.
- 4.
- 5.

Attach additional pages, if needed.

## Evaluation Summary Sheet

Employee Name

Review the ratings assigned to the performance factors on the previous pages. Check the category below which most clearly describes the employee's total performance.



NEEDS  
IMPROVEMENT



MEETS  
REQUIREMENTS



EXCEEDS  
REQUIREMENTS

Has Conduct and Performance Improvement Plan for FY 2024-2025 been completed?  YES  NO  
If applicable, please attach documentation.

FY 2025-2026 CONDUCT AND PERFORMANCE IMPROVEMENT PLAN:  YES  NO

If applicable, attach next fiscal year Conduct and Performance Improvement Plan listing goals/objectives; responsibilities; deadline dates, etc. after discussing with employee.

### EMPLOYEE COMMENTS:

I have reviewed this document and discussed the contents with my supervisor. I understand that my signature does not necessarily indicate agreement to the evaluation but that I have been advised of my performance status, read and understood the evaluation discussed with me.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUPERVISOR COMMENTS:

(Record here only those additional significant items brought up during the discussion with the employee which are not recorded elsewhere in this document.)

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_