



Staff Performance Evaluation

Employee Information					
Employee Name	Banner ID	Date Completed.			
Job Title	Department	Supervisor Name			
Evaluation Period					
Fiscal year:	Review Period: From _____ To _____				
Type of Evaluation					
<input checked="" type="checkbox"/> Annual Evaluation <input type="checkbox"/> Probationary Evaluation <input type="checkbox"/> Other					
Performance Criteria					
Rating					
	(1) Unsatisfactory	(2) Needs Improvement	(3) Satisfactory	(4) Commendable	(5) Outstanding
1. Knowledge of job:					
a. Consider the extent of the employee's knowledge of the present job.	□	□	□	□	□
b. Consider the extent of the employee's knowledge of the departmental and relevant NNMC policies and procedures	□	□	□	□	□
Comments:					
2. Quality of work:					
a. Consider the ability of the employee to produce work that meets high standards of quality.	□	□	□	□	□
b. Consider the accuracy and neatness of work. How frequent and serious are errors?	□	□	□	□	□
Comments:					
3. Time and Task Management:					
Consider the ability of the employee to plan and utilize working time to complete tasks required of the position.	□	□	□	□	□
Comments:					

Performance Criteria	(1) Unsatisfactory	(2) Needs Improvement	(3) Satisfactory	(4) Commendable	(5) Outstanding
4. Attendance and Punctuality: Does the employee display responsibility regarding absences and/or tardiness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
5. Work Relations: Consider the willingness of the employee to work cooperatively with and for others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
6. Judgment: Consider the ability of the employee to obtain necessary facts before making decisions. Does the employee know when to seek advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
7. Dependability Consider whether the employee can be relied upon to complete assignments satisfactorily and on schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
8. Adaptability Consider the ability of the employee to adjust to new situations, changes in technology, tasks or unexpected situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
9. Departmental / NNMC Representation: Consider the ability of the employee to properly represent NNMC and employing department when coming into contact with others within and outside of NNMC Community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
10. Cooperation Consider how will the employee accepts supervision and constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Performance Criteria	(1) Unsatisfactory	(2) Needs Improvement	(3) Satisfactory	(4) Commendable	(5) Outstanding
11. Supervisory Skills: (Management Only) Consider how well the employee evaluates employees and conducts or assists in training employees under their supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Overall Rating (Average the above ratings):					
Supervisory skills and abilities: The evaluator is to provide a summary of the employee's skills and abilities as a supervisor of other staff members if the employee has supervisory duties.					
Comments:					
College, Community Service and/or Personal Development: Employee will list all activities in which they have participated in relating to college, community service and/or personal development since the last review.					
Comments:					
Career Planning, Development, Goals and Objectives					
<input type="checkbox"/> Select if the employee participated in Career Planning			<input type="checkbox"/> Select if the employee is interested in participating in Career Planning		
Goals and Objectives: Include agreed upon or supervisor directed goals and objectives for the forthcoming year or evaluation period. Also include a plan on how the goals will be accomplished and a date when they should be accomplished.					
Comments:					
Education or Training Recommendations (Optional – For HR Planning Purposes)					
Evaluator Recommendations:					
Employee Recommendations:					

Comments and Signatures

Employee:

I certify that this performance plan and evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement or disagreement. I also understand that if I do not agree with the evaluation, I may prepare an addendum within then (10) working days after having signed the evaluation and addendum will be placed in my personnel file in the Human Resources Department.

Employee Signature:**Date:****Employee Comments:****Evaluator:**

I certify this evaluation represents my best judgment and has been discussed with the employee.

Evaluator Signature:**Date:****Evaluator Comments:****Reviewer:** I concur with this evaluation I do not concur with this evaluation**Reviewer Signature:****Date:****Comments:****Ratings Definitions:**

- **Outstanding** – Continuously exceeds expectations for the position.
- **Commendable** – Accomplishments exceed expected level or essential requirements.
- **Satisfactory** – Performance meets standards of job requirements.
- **Needs Improvements** – Performance does not meet all essential requirements of the job; work requires frequent guidance and checking. Improvement is expected as identified in goals and objectives.
- **Unsatisfactory** – Performance is substandard, requires a high degree of supervision and direction. Deficiencies are clearly evident and specific, remedial action is required as identified in goals and objectives.