

Employee: _____ Title: _____

Rating year covered by this evaluation: from _____ through _____

Evaluator Name: _____ Title: _____

Regular annual evaluation

Previous Year's Goals and Objectives.

Did this employee accomplish all of the goals and objectives established for the previous year? Yes No

Must submit summary below.

FUTURE GOALS

Setting goals and objectives is the first and most critical step in the organization's planning process. SMART is an acronym used to describe the process of setting goals. The acronym stands for the words "specific," "measurable," "achievable," "relevant" and "time-bound," which are essential traits of setting objectives. The SMART method provides a way to measure your progress and be accountable for your success. Setting SMART goals allow you to realistically evaluate what you are trying to achieve by assessing what actions to take to reach your goal. To learn more about SMART goals, please refer to the SMART Goals Section located in the MSC Performance Evaluation Process & Procedure Guide on the MyCOM portal.

Please review employee's goals for the next academic year and confirm or edit as needed.

RATING SCALE

5	Excellent	Performance is outstanding and noteworthy in all areas of responsibility. Planned objectives were achieved well above established standards and accomplishments were achieved in unexpected areas. Support evidence must be included in, or attached to, the evaluation forms.
4	Exceeds Performance Standards and Expectations	Consistently exceeds established standards in most areas of responsibility. All requirements were met and objectives were achieved above established standards.
3	Meets Performance Standards and Expectations	Performance standards and expectations were met and planned objectives were accomplished within established standards. There were no critical areas where accomplishments were less than planned.
2	Improvement Needed	Performance during the rating period has demonstrated skills that need improvement and supervisory counsel in order to achieve the performance standards and expectations for this factor. Not all planned objectives were accomplished within the established standards and some responsibilities were not completely met.
1	Unsatisfactory	Performance in this factor has remained below expected standards and expectations despite supervisory counsel and coaching during the rating year. Responsibilities were not met and important objectives have not been accomplished. May be subject to disciplinary action.

Employee: _____ Title: _____

Rate the employee performance in each of the performance factors below. Provide comments that describe your reasons for selecting each rating. **All ratings must be substantiated by supporting observation and examples.**

PERFORMANCE FACTOR	RATING AND SUPPORTING OBSERVATION & EXAMPLES
<p>1. Leadership</p>	
<p>SUPERVISION Addresses problems directly with subordinates, resulting in better communication and understanding. Analyzes all available facts and makes sound decisions before acting. Maintains accurate and up-to-date records on employee performance and conduct issues. Positive and negative behaviors are documented. Discusses relevant board policies, procedures, and collective bargaining agreement with employees and clarifies expectations. Monitors employee attendance records on an ongoing basis.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>DECISION MAKING Demonstrates ability to weigh alternatives, consider variables, analyze information, and make a definitive judgment free from contradiction and vagueness.</p>	
<p>INNOVATION & INITIATIVE Demonstrates ability to promote and implement new ideas; presents creative solutions to problems initiates implementation; encourages risk taking; communicates a range of innovation by empowering employees to work independently to achieve goals; is resourceful.</p> <p>1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>COMMITMENT & CONTRIBUTION TO GOALS Demonstrates ability to fulfill the mission of the college in the course of completing assignments; reflects a District-wide perspective in decision making; recognizes and maintains policies and procedures that support the college mission.</p>	

<p>FISCAL RESPONSIBILITY Demonstrates ability to develop, monitor and maximize financial resources; possesses a comprehensive understanding of budget development; insures fiscal compliance; tracks expenditures; educates staff regarding budget and expenditures; develops budget priorities; controls costs effectively; keeps accurate records; ties budget to short- and long-range planning objectives; considers the needs of the institution in budgeting process.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	
<p>EQUITY Demonstrates the ability to consider the views, cultural differences and experiences of others when dealing with any situation; practices equity-mindedness with a demonstrated awareness of and willingness to address equity issues among institutional leaders, staff and students. Facilitates a framework of understanding and respect; incorporates cultural and ethnic diversity issues and regulations into training and all operational areas as applicable; assures compliance.</p>	
<p>HEALTH & SAFETY Ensure employees have safe materials, tools, equipment, machinery, etc; comply with company safety rules and regulations, report injuries immediately, report hazards, recommend suggestions, involvement in safety education, training and activities.</p>	
<p>2. Interpersonal Skills</p>	<p>RATING AND SUPPORTING OBSERVATIONS & EXAMPLES</p>
<p>CODE OF ETHICS Demonstrates ability to work with others to instill confidence; demonstrates integrity; follows the code of ethics; follows through on commitments; is consistent in relationships with faculty and staff.</p>	
<p>COLLABORATION Demonstrates ability to work together with others to achieve goals; cooperates willingly; works in non-adversarial mode with diverse groups of people and ideas; facilitates participation in decision-making processes; plans and manages in the context of shared governance.</p>	
<p>COMMUNICATION Demonstrates ability to convey thoughts and information clearly, both verbally and in writing; uses active listening skills to ensure complete understanding.</p>	

STEWARDSHIP

Demonstrates ability to guide and motivate others toward goal achievement; develops effective teams; provides vision; facilitates development; balances authority and service; is accountable for actions and decisions; guides and directs the development of department/program; inspires others through unity of purpose; respects others' responsibilities and commitments.

1 2 3 4 5

PROFESSIONAL DEVELOPMENT RECOMMENDATIONS:	TIMELINE OR DUE DATE

OVERALL RATING

- Retain Regular Status and Recommend Step Advancement, if applicable
- Do Not Recommend Step Advancement, Performance Improvement Plan Recommended
- Do Not Retain Regular Status

SIGNATURES

I have read this evaluation of my performance and have discussed it with the evaluator. I understand that: 1) I have the right to submit my own written comments, rebuttals or other pertinent information; and, 2) that my materials will be placed, along with this evaluation, in my personnel file as part of my permanent record.

Employee: _____ Date: _____

Evaluator: _____ Date: _____

Superintendent/President: _____ Date: _____

DISTRIBUTION: Copy to employee; original to Superintendent/President for review/action; original to then be forwarded to Human Resources for placement in employee personnel file.