

ANNUAL EVALUATION—Non-Instructional Personnel

Name of Employee: _____ Date of Employment: _____

Employee's Job Title: _____

Name of Evaluator: _____ Date of Evaluation: _____

Please use the following scale to rate employee performance of the key job description components:

5 = Exemplary = The staff member's performance is an example of high quality and excellent fulfillment of job responsibilities and deserves recognition.

4 = Above Average = The staff member's performance exceeds the terms and expectations of the job description and fulfills job responsibilities on a high level of proficiency.

3 = Average = The staff member's performance fully meets the terms and expectations of the job description and fulfills job responsibilities competently.

2 = Below Average = The staff member's performance does not fully meet the terms and expectations of the job description. Details as to deficiencies are defined under Comments. Improvement of deficiencies must be demonstrated during the next academic year.

1 = Unsatisfactory = The staff member's performance is not of the quality expected by the terms of the job description. Previously identified deficiencies have not been improved to a satisfactory level. Conditions for satisfactory performance identified by the supervisor have not been fulfilled.

0 = No Knowledge = Evaluator has no knowledge of the staff member's performance of this duty or this duty is not applicable to the staff member. Score will not be used in calculating the average rating.

JOB DESCRIPTION COMPONENTS	RATING
<p>List all job description components from employee's job description.</p>	
<ul style="list-style-type: none"> • Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate. <p>Comments:</p>	
<ul style="list-style-type: none"> • Act as a team player when working with any and all employees of the College. <p>Comments:</p>	

NARRATIVE ASSESSMENT

General information on job performance:

Information on how the employee has helped the college reach its strategies and goals:

Professional Development goals for the next year:

Other Comments:

_____ Continued employment is recommended.

_____ Continued employment is contingent upon improvement. See above comments.

_____ Continued employment is not recommended. See above comments.

Signature of Evaluator

Signature of Employee

By signing the evaluation form, I acknowledge that a meeting occurred to discuss my performance. If I disagree with my performance evaluation, I may add comments.