**RANDOLPH COMMUNITY COLLEGE**



**PERFORMANCE EVALUATION**

**STAFF**

[ ]  **SIX-MONTH EVALUATION** [ ]  **ANNUAL EVALUATION**

**EMPLOYEE NAME:** **DATE OF EMPLOYMENT:** Click here to enter text.

**JOB TITLE:** Click here to enter text.

**EVALUATOR NAME:** Click here to enter text. **DATE OF EVALUATION:** Click here to enter text.

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

***Note: The evaluation must mirror the job description exactly.***

**Exceeds Expectations** – Performance exceeds the terms and expectations of the job description and employee fulfills job responsibilities at a high level of proficiency. Examples are specifically defined under comments.

**Meets Expectations** – Performance fully meets the terms and expectations of the job description and employee fulfills job responsibilities competently.

**Does not meet Expectations** – Performance does not meet the terms and expectations of the job description. Employee does not fulfill job responsibilities competently and substantial improvement is required. Deficiencies are specifically defined under Comments.

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| **JOB DESCRIPTION COMPONENTS** | **RATING** |
| Comments: | Choose an item. |
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| **COLLEGE REQUIREMENTS OF ALL EMPLOYEES** |  |
| * Demonstrated excellence in written, oral, and interpersonal communication skills.

Comments: | Choose an item. |
| * Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.

Comments: | Choose an item. |
| * An understanding of and commitment to the comprehensive community college philosophy and mission.

Comments: | Choose an item. |
| * Treats others respectfully, speaks to others courteously, and behaves 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.

Comments: | Choose an item. |
| * Acts as a team player when working with any and all employees of the College.

Comments: | Choose an item. |
| * Serves on institutional committees as appointed by the President.

Comments: | Choose an item. |
| * Performs other duties and responsibilities as needed.

Comments: | Choose an item. |
| * Annually review all Randolph Community College safety rules and policies and be familiar with all emergency safety procedures. Promote good safety habits and be compliant with OSHA safety regulations.

Comments: | Choose an item. |

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| **NARRATIVE ASSESSMENT** |

**General information on job performance:**

* **Six-Month Performance Evaluation**

[ ]  **Performance meets expectations.** Six-month probationary status ends.

[ ]  **Performance does not fully meet expectations.** A Performance Improvement Plan is implemented with a new

 probationary contract (attached). The probationary period dates are Click here to enter text. - Click here to enter text..

[ ]  **Performance does not meet expectations.** Continued employment is not recommended.

* **Annual Performance Evaluation**

[ ]  **Performance meets expectations.** Continued employment is recommended.

[ ]  **Performance does not fully meet expectations.** Continued employment is contingent upon improvement. A

 Performance Improvement Plan is implemented with a probationary contract (attached). The probationary period dates

 are Click here to enter text. - Click here to enter text..

[ ]  **Performance does not meet expectations.** Continued employment is not recommended.

[ ]  **Employee is currently on a Performance Improvement Plan.** Annual performance evaluation will be completed when

 the PIP expires.

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Employee Signature Date

*By signing the evaluation form, I acknowledge that a meeting occurred to discuss my performance. If I disagree with my performance evaluation, I may submit comments on the back of the evaluation. If applicable, I received a copy of my revised job description.*

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Evaluator Signature Date

***Notes:***

***1) If applicable, the evaluator should provide the employee with a copy of their revised job description at the evaluation meeting and have the employee sign on their Job Description.***

***2) The following documents should be attached to the evaluation and submitted to Human Resources:***

* ***Professional Development Activities Log***
* ***Classroom Observations (instructional faculty only)***
* ***Performance Improvement Plan with Probationary Contract (if applicable)***
* ***Revised job description signed by the employee (if applicable)***

***(An electronic copy of the revised job description should be sent to the Director of Human Resources)***