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| <b>COLLEGE REQUIREMENTS OF ALL EMPLOYEES</b>   |                 |
| <ul style="list-style-type: none"> <li>• Demonstrated excellence in written, oral, and interpersonal communication skills.</li> </ul> Comments:  | Choose an item. |
| <ul style="list-style-type: none"> <li>• Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students and employees.</li> </ul> Comments:   | Choose an item. |
| <ul style="list-style-type: none"> <li>• An understanding of and commitment to the comprehensive community college philosophy and mission.</li> </ul> Comments:  | Choose an item. |
| <ul style="list-style-type: none"> <li>• 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.</li> </ul> Comments: | Choose an item. |
| <ul style="list-style-type: none"> <li>• Acts as a team player when working with any and all employees of the College.</li> </ul> Comments:  | Choose an item. |
| <ul style="list-style-type: none"> <li>• Serves on institutional committees as appointed by the President.</li> </ul> Comments:  | Choose an item. |
| <ul style="list-style-type: none"> <li>• Performs other duties and responsibilities as needed.</li> </ul> Comments:  | Choose an item. |
| <ul style="list-style-type: none"> <li>• 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.</li> </ul> Comments:   | Choose an item. |

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| <b>NARRATIVE ASSESSMENT</b> |
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**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.

\_\_\_\_\_  
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.*

\_\_\_\_\_  
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)