

Administrative Staff – Annual Evaluation

Employee First Name:	
Employee Last Name:	
Job Title:	
Date of Last Review:	
Date of This Review:	
Date of Next Review:	
Department:	
Employee:	
Supervisor:	
Action Number:	

Prior Goals/Objectives and Key Accomplishments

Prior Goals/Objectives

List goals previously established for employee based on last annual evaluation or six month review:

Key Accomplishments

Consider the employee's work over the past 12 months and note at least three specific accomplishments as they relate to the employee's job at the College. Think about special projects or assignments completed as well as challenges that were overcome.

Rate the success in completion of the established goals and key accomplishments below and include any necessary comments. If a rating is "Needs Improvement" or "Highly Commendable" comments are required.

[Definitions of Ratings](#)

Comments

Performance Against Expectations

Job Summary:

Job Summary

Comments

Supervisory Skills

Delegates tasks/projects and empowers staff to excel.

(Comments are required for ratings of "Needs Improvement" and "Highly Commendable.")

[Definitions of Ratings](#)

Comments

Provides coaching, constructive feedback and leadership to staff while addressing conflicts/issues as they develop.

(Comments are required for ratings of "Needs Improvement" and "Highly Commendable.")

[Definitions of Ratings](#)

Comments

Consistently and effectively identifies and communicates goals, priorities and objectives to staff.

(Comments are required for ratings of "Needs Improvement" and "Highly Commendable.")

[Definitions of Ratings](#)

Comments

Overall Rating

Adherence to Policies and Procedures

Adherence to and enforcement of College policies, procedures and safety programs

Comments

Overall Rating

Rate the employee's overall performance over the last twelve months. Consider and comment on all aspects of performance including but not limited to: quality and quantity of work, dependability, integrity, communications and teamwork, initiative, motivation, areas for improvement, etc. If the overall rating is "Needs Improvement," a Job in Jeopardy form must be completed.

Rate the employee's overall performance:

[Definitions of Ratings](#)

Comments
(If rating is "Needs Improvement,"
supervisor must complete Job in Jeopardy
action in addition to this form.)

Goals and Objectives

Comments

Comments

Additional Comments:

Evaluating Department Head Comments:

Employee Comments:

Employee Certification:
Do you certify that you met with your
manager and discussed the details of this
performance evaluation?