

Support 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

9 Records

Display Order	Essential Job Function	Rating	Comments
10			
20			
30			
40			
50			
60	Regular and punctual attendance.		
70	Work effectively with others and perform to the best of personal abilities to successfully accomplish individual, departmental, and College goals.		
80	Adherence to and enforcement of College policies as necessary.		
90	Other duties as assigned.		

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

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

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?