

**ANNUAL STAFF PERFORMANCE EVALUATION**

**CLERICAL**

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| Employee Information | | | |
| Employee Name: Click or tap here to enter text. | | Division: Click or tap here to enter text. | |
| Position Title: Click or tap here to enter text. | | Department: Click or tap here to enter text. | |
| Performance Evaluation Period: | | SWTJC ID#: Click or tap here to enter text. | |
| From: Click or tap to enter a date. | To: Click or tap to enter a date. |  |  |

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| **Performance Evaluation – To be completed by President, Vice President, Dean, or Director/Supervisor** |
| **Instructions**  For each competency, mark the rating (N, M, or E), that best describes the employee’s performance. Select N/A if the competency is not applicable. In the NARRATIVE ASSESSMENT sections, provide specific examples and illustrations. Explanations are required when selecting a rating of “Needs Improvement”. |

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| **Rating Scale** | **Definition** |
| **Needs Improvement** | Objectives and standards are not met. Needs significant improvement. Excessive attention by supervisor is required and does not grasp situations when explained. Corrective action is required. |
| **Meets Expectations** | Objectives and standards are met. Meets performance expectations and standards. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires minimal supervision and follow-up. Regularly completes work or projects on schedule. |
| **Exceeds Expectations** | Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component. |

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| **I. Professional Qualities** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Performs duties in an accurate, responsible, and effective manner. | Click or tap here to enter text. |  |  |  |
| Shows initiative. | Click or tap here to enter text. |  |  |  |
| Meets schedules and deadlines accordingly. | Click or tap here to enter text. |  |  |  |
| Assumes responsibility for completion of assigned tasks. | Click or tap here to enter text. |  |  |  |
| Possesses strong interpersonal skills. | Click or tap here to enter text. |  |  |  |
| Is willing to learn new concepts and procedures and carry them out accordingly. | Click or tap here to enter text. |  |  |  |
| Displays exceptional performance and attitude. | Click or tap here to enter text. |  |  |  |
| Does everything possible to attend work and not abuse breaks. Limits personal calls and use of internet or social media not work-related. | Click or tap here to enter text. |  |  |  |
| Willing to contribute to the success and development of the institution. | Click or tap here to enter text. |  |  |  |
| Displays self-confidence via effective work with associates, subordinates, supervisors, and others. | Click or tap here to enter text. |  |  |  |
| Accepts supervision and suggestions for improvement. | Click or tap here to enter text. |  |  |  |
| Cooperates and collaborates with other departments of the college. | Click or tap here to enter text. |  |  |  |
| Demonstrates teamwork and collaborates with co-workers. | Click or tap here to enter text. |  |  |  |
| Begins work promptly (may attach Kronos report) on arrival and displays time management by completing assigned tasks on time. | Click or tap here to enter text. |  |  |  |
| Employee advocate - does not allow personal bias or feelings to interfere with other colleagues. | Click or tap here to enter text. |  |  |  |
| Displays professional appearance and hygiene in clothing, uniform, and grooming. | Click or tap here to enter text. |  |  |  |
| Demonstrates mature judgment, good attitude, and self- confidence. | Click or tap here to enter text. |  |  |  |
| Possesses strong interpersonal skills - tactfulness, compassion, and respect for others. | Click or tap here to enter text. |  |  |  |
| Is flexible when conditions warrant. | Click or tap here to enter text. |  |  |  |
| Has adequate health and stamina for effective job performances. | Click or tap here to enter text. |  |  |  |
| Other(special projects, initiatives, etc.) | Click or tap here to enter text. |  |  |  |
| **II. Localized** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Localized Contribution | Click or tap here to enter text. |  |  |  |
| **III. Institutional** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Institutional Success | Click or tap here to enter text. |  |  |  |
| **TOTALS** |  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| ***For Merit Consideration:***  **Step 1: No “Needs Improvement” in areas I and II. If there are not, proceed to**  **Step 2: A minimum of 75% “Exceeds Expectations” in area I, II, III.**  **If Step 1 and Step 2 requirements are met, Merit Incentive will be considered.**  **Check box below if employee meets requirements to be considered for merit.**    ***\**** Merit is a one-time per annum incentive awarded to an eligible employee based on superior work performance beyond the basic requirements of an individual employee’s job description. An eligible employee is one who has been employed full time by SWTJC for a minimum of 6 months. | |
| **Signatures** | **Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date** |

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| **Additional Comments:** Click or tap here to enter text. |