

Chattahoochee
Valley Community College

Performance Evaluation Form
(Non-Instructional Personnel)
2011-2012

Date: 06-20-12

Name of Employee: _____

Position: Dean of Student and Administrative Services Date of Employment: March 1, 2004

Note: A response of "4" or "1" requires an explanation. A "4" requires justification and examples. A "1" requires a remediation plan.

 I. **Knowledge of Work** (The extent to which the employee demonstrates an understanding of the overall functions and responsibilities of the position.)

Actual Performance Level

- 4. _____ **Demonstrates exceptional knowledge of job; independently solves problems and makes decisions.**
- 3. _____ **Above average knowledge of job; looks for methods to make job more effective and/or efficient.**
- 2. _____ **Adequate knowledge of job; sometimes makes improvements in methods of job performance.**
- 1. _____ **Less than average knowledge of job; depends largely on others for assistance.**

Comments:

 has shown competence in all areas of the Student Services Division. He is exceptionally well at working with students.

 II. **Quantity of Work** (The extent to which the employee produces a volume of work consistent with established standards.)

Actual Performance Level

- 4. _____ **Work output consistently and significantly exceeds established requirements.**
- 3. _____ **Work output often higher than required.**
- 2. _____ **Work output meets requirements; employee keeps up with work schedule.**
- 1. _____ **Work output is below established level for position.**

Comments:

Completed or assured completion of all reports and publications in the Student Services area.

Employee Name: [REDACTED]

Date:

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[REDACTED] III. **Quality of Work** (The extent to which the work the employee does is accurate, thorough, complete and of high quality.)

Actual Performance Level

- 4. _____ **Work is always or almost always of exceptional quality, completeness, and accuracy.**
- 3. _____ **Work is generally at high level of quality, accuracy, and completeness.**
- 2. _____ **Work sometimes fails to meet established standards for quality, accuracy, and completeness.**
- 1. _____ **Work often fails to meet established standards for quality, accuracy, and completeness.**

Comments:

All work was of exceptional quality.

[REDACTED] IV. **Punctuality** (The extent to which the employee is on time for work and for meetings, appointments, etc.)

Actual Performance Level

- 4. _____ **Always or almost always on time for work, meetings, appointments, etc.**
- 3. _____ **Generally on time for work, meetings, appointments, etc. without being reminded.**
- 2. _____ **Generally on time for work, meetings, appointments, etc., but often needs reminder from supervisor or co-workers.**
- 1. _____ **Is late for or absent from work meetings, appointments, etc., more often than is acceptable.**

Comments:

Employee Name: [REDACTED]

Date:



[REDACTED] **V. Initiative** (The extent to which the employee exercises self-reliance and ingenuity on the job.)

Actual Performance Level

- 4. _____ **Recognizes and assumes additional assignments without being told; shows ability to work independently.**
- 3. _____ **Functions beyond basic requirements of the job; ordinarily works independently.**
- 2. _____ **Takes average initiative toward work; often waits for instruction.**
- 1. _____ **Shows little independence toward work; usually needs to be directed.**

Comments:

Consistently seeks new methods or student service delivery.

[REDACTED] **VI. Cooperation** (The extent to which the employee demonstrates willingness and ability to work well with others.)

Actual Performance Level

- 4. _____ **Consistently demonstrates exceptional willingness and ability to work well with others.**
- 3. _____ **Generally works well with others.**
- 2. _____ **Occasionally demonstrates reluctance or inability to work well with others.**
- 1. _____ **Frequently demonstrates unwillingness and inability to work well with others.**

Comments:

[REDACTED] is a team player willing to find common ground.

Employee Name: [REDACTED]

Date:

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VII. Judgment (The extent to which the employee demonstrates sound thinking regarding job tasks and responsibilities.)

Actual Performance Level

- 4. _____ **Conclusions always or almost always demonstrate sound judgment; sets examples for others.**
- 3. _____ **Conclusions usually appear well thought out regarding both routine and non-routine work.**
- 2. _____ **Judgment is usually reliable in normal situations.**
- 1. _____ **Actions sometimes indicate lack of sound judgment in even routine situations.**

Comments:

VIII. Planning and Organization (The extent to which the employee plans and organizes work and activities logically, effectively and efficiently.)

Actual Performance Level

- 4. _____ **Always or almost always plans and organizes work load in the most effective manner.**
- 3. _____ **Generally maintains an effective and efficient work schedule with regard to both routine and non-routine matters.**
- 2. _____ **Plans and organizes routine work in a generally acceptable manner.**
- 1. _____ **Often fails to organize work in an effective and efficient manner.**

Comments:

Employee Name: [REDACTED]

Date:



IX. Oral Communications (The extent to which the employee effectively communicates orally.)

Actual Performance Level

- 4. _____ **Consistently communicates ideas clearly and effectively.**
- 3. _____ **Normally expresses ideas clearly and concisely.**
- 2. _____ **Usually organizes and expresses thoughts in an acceptable manner.**
- 1. _____ **Generally does not express thoughts effectively.**

Comments:

X. Writing Skills (The degree of effectiveness with which the employee communicates in writing.)

Actual Performance Level

- 4. _____ **Demonstrates excellent skills in writing clearly, accurately, and concisely.**
- 3. _____ **Demonstrates above-average skills in writing clearly and concisely.**
- 2. _____ **Demonstrates average skills in writing effectively.**
- 1. _____ **Demonstrates less than average ability to express ideas clearly and effectively in writing.**

Comments:

Employee Name: [REDACTED]

Date:



[REDACTED] **XI. Adaptability** (Ability to effectively adapt to changes in work situations, responsibilities, and tasks.)

Actual Performance Level

- 4. _____ **Demonstrates excellent ability to effectively adapt to changes in work situations and job requirements.**
- 3. _____ **Demonstrates above-average ability to adapt to changes in work situations and job requirements.**
- 2. _____ **Demonstrates average ability to adapt to changes in work situations and job requirements.**
- 1. _____ **Demonstrates less than average ability to adapt to changes in work situations and job requirements.**

Comments:

[REDACTED] **XII. Problem-Solving Ability** (Ability to efficiently and effectively solve work-related problems.)

Actual Performance Level

- 4. _____ **Demonstrates excellent problem-solving ability and practices.**
- 3. _____ **Demonstrates above-average ability to effectively solve problems.**
- 2. _____ **Demonstrates average problem-solving ability.**
- 1. _____ **Demonstrates less than average problem-solving skills.**

Comments:

Employee Name: [REDACTED]

Date:

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[REDACTED] **XIII. Professionalism** (The degree to which the employee enhances organizational objectives and projects the appropriate image for his or her position.)

Actual Performance Level

- 4. _____ **Exceptionally successful in presenting a positive image of professionalism.**
- 3. _____ **Consistently projects a high standard of professionalism.**
- 2. _____ **Ordinarily projects an image of having professional principles.**
- 1. _____ **Usually does not project an image of professionalism.**

Comments:

XIV. Other

A. Strengths

Problem solver.

Knowledge and experience in profession.

Organization.

B. Areas Needing Improvement and Development (Response Required)

[REDACTED]

Employee Name _____

Date 06-20-12

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**C. Recommendations to Bring About Needed Improvement and Development
(Response Required)**

_____ was promoted from this position during the calendar year.

Average Overall Rating

Glen Cannon
Evaluation prepared by (printed name)

(Note: Current job description must be attached to this document.)

Reviewed by:

Glen Cannon
President

06-20-12
Date

Employee Name _____

Date _____ 06-20-12 _____

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This evaluation form has been reviewed by the undersigned employee. The space below is provided for any objection or other comment by the employee pertaining to the contents of this document or to the process by which he/she was evaluated. Another sheet may be attached if necessary.

The employee shall have three (3) working days from his/her review of the contents of this document to file any specific objection to its contents. In the absence of any written comment by the employee, the employee's signature will not be construed to mean that he/she concurs with or objects to the contents of this document. It shall be construed to mean only that the employee has read the evaluation document.

Employee Comments

I have reviewed the foregoing evaluation and offer the above comments, if any. My signature does not indicate either disagreement or concurrence with the evaluation. It indicates only that I have been given the opportunity to review the evaluation.

Employee Signature

06/20/2012

Date