

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

Date: 06-12-12

Name of Employee: _____

Position: Director of Institutional Effectiveness Date of Employment: December 1, 2011

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 displayed an exceptional knowledge of all aspects of IE responsibilities. Her grasp of SACSCOC requirements and the intricacies of the Alabama Community College System have been invaluable in CVCC's quest to obtain full non-probationary accreditation status.

 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: has produced volumes of work including an IE plan, Unit plan system, Strategic Plan, Coordinated the Distance Education plan, SLO system.

Employee Name: [REDACTED]

Date:



[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:

[REDACTED]'s work has been of the highest quality and the plans and manuals produced in since December had helped overcome a five year deficit of non-production in the IE area.

[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:

[REDACTED] is always on time and conscientious of the importance of other's time.

Employee Name: [REDACTED]

Date:



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:

[REDACTED] has not waited on others who should have expertise and responsibility to offer recommendations and assist in areas such as academic services in developing plans and setting standards at the level expected for a SACSCOC accredited college.

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] has not only shown a cooperative spirit but also great patience while encouraging and at times having to demand departments and divisions bring their processes into compliance and a base level of accepted college standards.

Employee Name: [REDACTED]
Date:

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[REDACTED] 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:

[REDACTED] has made exercised sound judgment in the methodology and implementation phases of the developing and IE program for the college.

[REDACTED] 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: [REDACTED] sets timelines and makes detailed operational plans for everyone at the college to meet the goals set for SACSCOC compliance, and other reports and filings due to DPE, ACHE and other agencies.

Employee Name: [REDACTED]

Date:

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[REDACTED] 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:

[REDACTED]s presentations and directions to staff and faculty are given at a level appropriate to the audience.

[REDACTED] 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:

[REDACTED] has produced volumes of work and all are well written and to the standards expected by SACSOCC and all other agencies.

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] has had to adapt to a culture at CVCC that has been stagnant and even years behind in many areas. She has not only adapted to working in this culture, she has assisted me greatly in bringing the collective group forward to the point where performance expectations have been raised across the board.

[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:

[REDACTED] has found an answer to every problem area the college has in IE so far, including technology deficiencies.

Employee Name: [REDACTED]

Date:

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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:

[REDACTED] is professional in all her dealings with both the college faculty, staff and outside entities.

XIV. Other

A. Strengths

Professionalism. Knowledge of all areas under her responsibility. Great ability to produce volumes of quality work in a short period of time. Great ability to get others to understand the importance of tasks they do not feel are their priority.

B. Areas Needing Improvement and Development (Response Required)

Employee Name _____

Date 06-12-12

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

Average Overall Rating

D. Glen Cannon
Evaluation prepared by (printed name)

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

Reviewed by:

D. Glen Cannon
President

06-12-12
Date

Employee Name _____

Date 06-12-12 _____

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

6/12/12
Date