



Annual Performance Evaluation

Exempt Staff **Full-time** **Part-time**

Name		Date	
Title		Dept.	
Review Year			

Part I. Competency Evaluation

Ratings for competencies evaluate the degree to which staff use their skills and knowledge in achieving results. Comments are **mandatory**.

<i>Outstanding</i>	5	Performance and results achieved always exceed the standards and expectations for the position.
<i>Exceeds Expectations</i>	4	Performance and results achieved usually exceed the standards and expectations of the position.
<i>Meets Expectations</i>	3	Performance and results achieved regularly meet the standards and expectations of the position.
<i>Needs Improvement</i>	2	Performance and results achieved sometimes fail to meet the standards and expectations of the position.
<i>Unsatisfactory</i>	1	Performance and results achieved never meet the standards and expectations of the position.

Core Competency 1: Job Knowledge

Competency	Comments	Rating
<p>Demonstrates knowledge of the job assigned and the policies and procedures required for job performance.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Uses tools and resources available to accomplish technical and professional requirements of the job.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Stays abreast of TCSG, college, and department changes; swiftly and correctly implements those changes.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Proactively solves problems; refers problems outside purview to the appropriate person or department.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Establishes and evaluates achievement of departmental goals, objectives, and activities.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Manages fiscal budget effectively; is Conscientious of budgetary spending.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Trains, develops, and motivates staff to achieve department goals; directs improvement when needed.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		

Anticipates college needs, plans ahead, and effectively organizes staff. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
		Total Score Job Knowledge:

Core Competency 2: Productivity/Quality

Competency	Comments	Rating
Uses time wisely; successfully manages competing priorities. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
Strives to improve department productivity, efficiency, and quality. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
Able to work independently and make sound decisions, but seeks supervisor input when appropriate. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
Proofreads work to ensure accurate information is presented. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
Leads by example. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
		Total Score Productivity/Quality:

Core Competency 3: Communication Skills

Competency	Comments	Rating
<p>Responds promptly and appropriately to requests and complaints.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Provides accurate information to internal and external customers.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Displays appropriate interpersonal skills while interacting with internal and external customers.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Utilizes effective oral and written communication skills.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Creates a team-environment; works collaboratively with faculty and staff members to achieve common goals.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Follows up on pending issues/problems to achieve closure.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Total Score Communication Skills:</p>		

Core Competency 4: Dependability

Competency	Comments	Rating
<p>Reports to work on time and works assigned schedule.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Completes daily assignments with little to no direction.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Adapts to the college's needs.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Total Score Dependability:</p>		

Core Competency 5: Institutional Involvement

Competency	Comments	Rating
<p>Adheres to the rules and regulations stated in TCSG Policy Manual and to the policies and procedures of the college.</p> <p><input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical</p>		
<p>Understands and supports the college mission and the institutional roles of faculty, staff, and students.</p> <p><input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical</p>		
<p>Models good work ethics and institutional and department commitment.</p> <p><input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical</p>		
<p>Participates in professional development activities designed to improve job performance.</p> <p><input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical</p>		
<p>Total Score Institutional Involvement:</p>		

Total Review Score

Summary

Action Plan

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Not Eligible for Performance Based Increase