



Annual Performance Evaluation

Non-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>Total Score Job Knowledge:</p>	

Core Competency 2: Productivity/Quality

Competency	Comments	Rating
<p>Uses time wisely; successfully manages competing priorities.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		

<p>Strives to improve department productivity, efficiency, and quality.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Able to work independently and make sound decisions, but seeks supervisor input when appropriate.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
<p>Proofreads work to ensure accurate information is presented.</p> <p><input type="checkbox"/> Applicable</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Applicable & Critical</p>		
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>		

Utilizes effective oral and written communication skills. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
Works collaboratively with faculty and staff members to achieve common goals. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
Follows up on pending issues/problems to achieve closure. <input type="checkbox"/> Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable & Critical		
Total Score Communication Skills:		

Core Competency 4: Dependability

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

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