

**Professional Performance Evaluation**

**Policy**: In accordance with the Administrative and Exempt Professional Performance Evaluation policy HMRS 116, a yearly evaluation of all administrators/exempt professionals shall be conducted which provides timely, effective, and written feedback on performance, addresses specific and measurable goals established early in the academic year. Evaluations should be completed by June 30 each year.

The Professional Performance Evaluation is designed to help administrative/exempt employees achieve personal and professional excellence and contribute to the College’s strategic plan, goals and mission.An element of a good campus climate is the opportunity for staff to exchange views with their supervisors about job goals and expectations, set mutual plans, and seek professional development opportunities to support workplace performance and growth.

**Process:** The annual professional performance evaluation is completed annually to encourage professional growth and improvement, to recognize outstanding performance, and to implement corrective and improvement processes related to administrative performance when appropriate.

The annual evaluation consists of multiple steps, which includes a self-evaluation by the employee and a supervisor’s evaluation. This may include work goals and objectives and an individual professional development plan.

Following completion of the self-evaluation and supervisor’s evaluation, the supervisor will meet with the employee to discuss the elements of the evaluation. These elements will include the following, at a minimum:

1. Administrative responsibilities including a review and update of the related position description. The following are components of the assessment tool:
2. Communication Skills
3. Collaboration/Team Building Skills
4. Supervisory Skills
5. Leadership Qualities
6. Planning and Organizational Skills
7. Time Management
8. Policy and Decision-Making
9. Affirmative Action and Diversity
10. Advancing Equity and Continuous Improvement
11. Institutional Commitment
12. Fiscal Management
13. Job Knowledge
14. Working Relationships
15. Accomplishment of annual goals and objectives
16. Specific Achievements (if applicable)
17. Areas for improvement (if applicable)

**Professional Performance Evaluation**

**\_\_\_\_\_** Supervisor’s Evaluation

**\_\_\_\_\_** Self-Evaluation

Employee Name:

Evaluation Period From: To:

Supervising Administrator:

Please evaluate/rate each item that most closely represents the quality of performance for this employee according to the following:

5 - Consistently performs far beyond the expected standards

4 - Consistently performs beyond expectations

3 - Performs at a satisfactory level

2 - Performance needs improvement\*

1 - Performance is unsatisfactory\*

NA or do not know

\* For these ratings, please provide examples and/or explanation for this rating.

**Part 1: Administrative/Exempt Responsibilities**

1. **Communication Skills**: Demonstrates ability to compose written materials clearly and concisely, communicate to diverse audiences, and communicate verbally one-to-one and in group settings:

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Collaboration & Team Building Skills**: Cooperates and coordinates with other administrators/departments; anticipates the effect their decisions will have on other areas; is willing to offer and accept assistance at all levels; is approachable when colleagues or subordinates need support/help, and offers it easily. Is able to build consensus; is comfortable, productive, and effective when working in group situations; projects a positive College image.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Supervisory Skills**: Identifies and communicates work expectations, monitors performance when appropriate and provides feedback; gives clear instructions, verifies understanding; provides coaching in needed skill areas and support professional development. Is available to meet with faculty and staff.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Leadership Qualities**: Motivates staff and peers, instills good morale and involves staff in the decision making process; leads individuals and groups without exercising authority unduly; takes responsibility for their own actions and decisions; fosters innovation, development and implementation of new approaches; promotes an atmosphere conducive to others professional development/growth and learning.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Planning & Organizational Skills**: Is able to conceive, design, schedule, and implement short and long range plans, schedule work within these plans, and anticipate and compensate for deviations from these plans; maintain awareness of and implement new developments and trends. Is able to identify and analyze problems, and take appropriate steps to resolve problems. Insures alignment of individual and departmental/goals and objectives to the college’s philosophy, mission and goals.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Time Management**: Is able to accept and complete reports/tasks/projects in a timely fashion; regularly attends scheduled meetings prepared and on time; remains accessible when needed.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Policy and Decision-Making**: Consistently follows fiscal, personnel, and contractual agreements and other policies/procedures with uniform application; decisions are made in a timely and efficient manner obtaining consultation and consensus where appropriate.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Affirmative Action and Diversity**: Demonstrates commitment to the college’s affirmative action and diversity policies and to foster a climate of understanding and appreciation.

 Rating:  N/A  1  2  3  4  5

Comments:

1. **Advancing Equity and Continuous Improvement:** Demonstrates the ability to develop, implement, evaluate, and continually improve strategies that promote equity and inclusion in their organization and with the communities, they serve.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Institutional Commitment**: Visibly supports and works toward accomplishing overall institutional goals and objectives; demonstrates commitment to the mission and goals of the college.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Fiscal Management**: Is efficient in handling administrative/exempt functions such as budget development, departmental fiscal controls and carries out departmental functions within fiscal appropriation utilizing available resources.

 Rating:  N/A  1  2  3  4  5

 Comments:

12**. Job Knowledge:** Displays accuracy and in-depth knowledge in administrative field, consistently attempts to improve job knowledge and competence in field, demonstrates skill and foresight in planning new programs, forecasting future trends and preparing for them.

 Rating:  N/A  1  2  3  4  5

 Comments:

1. **Working Relationships**: As a group member or leader this employee is skillful in helping the group define and solve problems, communicates with clarity, after listening to them I understand their meaning, demonstrates ability to mediate and resolve conflicts, is sensitive to faculty, staff and/or student concerns and feelings and is approachable to discuss problems and concerns.

 Rating:  N/A  1  2  3  4  5

 Comments:

**Part 2: Specific Achievements/Strengths**

**Part 3: Areas for Improvement/Weaknesses**

 (If areas for improvement are noted, include a development plan.)

**Part 4: Overall appraisal of performance during this evaluation period:**

[ ]  5 - Consistently performs far beyond the expected standards

[ ]  4 - Consistently performs beyond expectations

[ ]  3 - Performs at a satisfactory level

[ ]  2 - Performance needs improvement\*

[ ]  1 - Performance is unsatisfactory\*

Supervisor’s Signature Date

Employee’s Signature Date

I have reviewed this evaluation and it has been discussed with me. I make the following comments. (Optional)

Employee comments:

**Work Goals and Objectives and**

**Individual Professional Development Plan**

This form is to be completed upon hire and annually thereafter to update new/revised goals, changes in job duties or objectives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |       |  | Job Title: |       |
| Term of Plan From :(date) |       |  | To :(date) |       |
| Approved by: |       |  | Date: |       |

A. **Work Goals and Objectives:** This portion of the evaluation should set out the goals & objectives for the future in accordance with the term indicated above.

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| --- | --- |
| **Goals** | **Objectives and timelines** |
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B. **Professional Development Plan:**

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| --- | --- |
| **Goals** | **Objectives and timelines** |
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