EMPLOYEE PERFORMANCE REVIEW FORM

NON-EXEMPT — HOURLY

Purpose: To help employees succeed by providing objective feedback about their work performance during the period of review by establishing clear performance expectations; recognizing performance that meets or exceeds expectations; identifying areas needing improvement and developing performance plans for the next review period.

Employee Name _____ **Department** _____ **Position** _____

Date of Hire _____ Time in Current Position _____ Date of Review _____ Annual ☐ Introductory ☐

Has the employee's job changed significantly during this review period? **No** ☐ **Yes** ☐ If yes, please explain: _____

PART 1. JOB PERFORMANCE IN CURRENT POSITION

Purpose: To review job performance using definitions below.

Definitions

Needs Improvement: The employee does not perform at an acceptable level to meet the position standards. Improvement is needed.

Meets Expectations: The employee consistently meets the position standards; performance is fully acceptable and demonstrates desired level of achievement. This is the College's desired level of output for employees.

Exceeds Expectations: The employee consistently exceeds the standards for the position by demonstrating outstanding performance and knowledge to carry out and improve the most complex and demanding aspects of the job.

Unsatisfactory: The employee does not meet job responsibilities. Immediate and sustained improvement required to continue employment.

Supervisor comments are required for "Needs Improvement," "Exceeds Expectations," and "Unsatisfactory," optional for "Meets Expectations."

A. Job Knowledge/Skills

For example: Employee understands duties and responsibilities of job and demonstrates required skills to perform job tasks. Understands and follows job-related procedures. Considered knowledgeable in job area.

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
☐	☐	☐	☐

Supervisor comments:

B. Productivity and Quality of Work

For example: Efficiently manages work. Speed, accuracy and output is acceptable for job performed. Employee demonstrates ability to handle multiple tasks with priorities and focus. Work is complete and thorough, eliminating the need for close review. Employee organizes work to make the job easier. Practices safe work procedures. Employee accomplishes all tasks within proper time frame.

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
☐	☐	☐	☐

Supervisor comments:

C. Communication and Interpersonal Skills

For example: The employee exhibits a positive attitude and works well with co-workers, students, administration, and faculty in supporting the mission of the College.

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
☐	☐	☐	☐

Supervisor comments:

D. Initiative, Problem Solving, Work Motivation

For example: Employee works independently with limited supervision. The employee is creative in finding ways to complete or solve a particular problem. Offers help to others when needed. Is able to proceed with assigned tasks using own ideas.

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
☐	☐	☐	☐

Supervisor comments:

E. Dependability and Attendance

Employee follows College policy and procedures regarding attendance, punctuality and time off.

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
☐	☐	☐	☐

Supervisor comments:

F. Overall Performance

Describe employee's overall performance during this review period.

Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations
☐	☐	☐	☐

Supervisor comments:

PART 2. EMPLOYEE STRENGTHS

Purpose: To recognize areas of job performance in which the employee has demonstrated significant strength.

PART 3. PERFORMANCE AREAS NEEDING IMPROVEMENT

Purpose: To identify areas of job performance requiring improvement.

PART 4. SELF-REVIEW (Optional – to be completed by the employee being reviewed).

Purpose: To provide an additional opportunity for employees to review their performance, list accomplishments and contributions, and offer feedback about their job. For example: List accomplishments not included in the review, describe how you contributed to the department, identify obstacles that affected your performance, suggest changes that could improve your performance or make your job easier, comment on what you have enjoyed working on the most and the least during this review period.

PART 5. MANAGEMENT OF PERFORMANCE (Optional – to be completed by the employee being reviewed).

Purpose: The performance review process is designed to encourage employees and supervisors to have an open conversation about the employee's performance, and his or her work/performance goals for the next review period. Completing this part of the process can provide supervisors with valuable information about their management of the employee's performance. For example: Comment on what you would like your supervisor to keep doing, what you would find helpful for your supervisor to stop doing, and/or what you would like your supervisor to start doing.

PART 6. PERFORMANCE PLANNING

Purpose: Identify work/performance goals for next review period, and develop plan for achieving them.

PART 7. SIGNATURES AND ACKNOWLEDGMENTS

I have met with the employee and discussed the Performance Review.

Supervisor's Signature _____ Date _____

My signature means that my supervisor has discussed this review with me and I have been given the opportunity to make comments. My signature does not necessarily imply agreement with this review. I am aware that this review will be placed in my personnel file.

Employee's Signature _____ Date _____

Senior Supervisor's /Administrator's Signature _____ Date _____

Form Date 12/10/03