

**TURTLE MOUNTAIN COMMUNITY COLLEGE
EMPLOYEE EVALUATION FORM**

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|---------------------|--|----------------------------------|---------------------------------------|
| EMPLOYEE: | | JOB TITLE: | |
| DEPARTMENT: | | DATE: | |
| Type of Evaluation: | Probationary: <input type="checkbox"/> | Annual: <input type="checkbox"/> | Other: <input type="checkbox"/> |
| | | | Evaluation Date: <input type="text"/> |

The Employee Evaluation Form is provided as an evaluation tool for the supervisor and employee to assess and discuss job performance. The focus of the performance review process is to establish a mutual understanding between the supervisor and the employee on the requirements for effective job performance.

Process for the Employee Evaluation:

1. Both employee and supervisor review the current job description and jointly develop any additional performance factors, based on the job description or specific duty assignments, and include these on the evaluation form.
2. The supervisor then completes the Annual Employee Review form, rating each performance factor as "Superior," "Exceeds Requirements," "Competent," "Requires Improvement," or "Unsatisfactory."
 - A. A Rating Factor Guide is attached to each form to help supervisors in giving an accurate assessment of performance.
 - B. Written comments are required for any factor rated less than "Competent," and noteworthy performance in any particular factor (s) should receive comment.
 - C. Rate a minimum of six (6) performance factors by checking the appropriate rating block. If a factor does not apply to the work requirements of this position, check the "Factor Not Applicable" box.
 - D. Complete the "Employee Service Rating" section by considering the factor ratings and then assess the overall effectiveness of the employee's job performance during the rating period (July 1 to Present).
3. The employee and supervisor meet to conduct the performance interview, enter the required signatures, and send signed form (s) with the current job description to Human Resources.
4. If any areas for improvement are identified during the evaluation (within 120 calendar days), the employee will begin the follow-up process.

Rating Scale

SUPERIOR: Performance of job requirements noticeably exceed established expectations and standards for quality, quantity and timeliness: outcomes are well above fully competent performance; performs more than asked explores improved methods of accomplishing tasks, and small room for improvement.

EXCEEDS REQUIREMENTS: Performance of job requirements exceeds established expectations or requirements for quality, quantity, and timeliness; and while performance at this level can still be improved, and employee at this level exceeds the performance expected of a fully capable employee in most aspects of job performance.

COMPETENT: Performance of job requirements achieves acceptable and standard results expected by the department. Periodic incidents of Superior or problem work performance are typical in the class of work performed.

REQUIRES IMPROVEMENT: Performance of some job requirements is unacceptable and does not achieve results expected by the department. Incidents of problem work performance are not typical in the class of work performed and improvement is required.

UNSATISFACTORY: Performance of some job requirements is consistently unacceptable. Counseling and training has not resulted in improved work performance.

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| 1. Mission Statement: Assess understanding to and integration of mission and goals. | <input type="checkbox"/> | Superior |
| | <input type="checkbox"/> | Exceeds Requirements |
| Comments: | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | | Factor Not Applicable <input type="checkbox"/> |
| 2. Job Knowledge: Assess understanding of job and demonstrate skill level to do job effectively. | <input type="checkbox"/> | Superior |
| | <input type="checkbox"/> | Exceeds Requirements |
| Comments: | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | | Factor Not Applicable <input type="checkbox"/> |
| 3. Cooperation with Co-workers: Assess effectiveness of working relationships (communications, cooperativeness, and teamwork). | <input type="checkbox"/> | Superior |
| | <input type="checkbox"/> | Exceeds Requirements |
| Comments: | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | | Factor Not Applicable <input type="checkbox"/> |
| 4. Responsibility: Assess accountability assumed for effective job completion (accuracy, timeliness, and implementation). | <input type="checkbox"/> | Superior |
| | <input type="checkbox"/> | Exceeds Requirements |
| Comments: | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | | Factor Not Applicable <input type="checkbox"/> |
| 5. Organization: Assess coordination and arrangement of work for effective completion. | <input type="checkbox"/> | Superior |
| | <input type="checkbox"/> | Exceeds Requirements |
| Comments: | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | | Factor Not Applicable <input type="checkbox"/> |
| 6. Attendance: Assess work attendance record (use of leave time, reporting and leaving work). | <input type="checkbox"/> | Superior |
| | <input type="checkbox"/> | Exceeds Requirements |
| Comments: | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | | Factor Not Applicable <input type="checkbox"/> |

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| <p>7. Acceptance of Supervision and Organizational Procedures: Assess observance of work directions/instructions, procedures, work rules, and College policies.</p> | <input type="checkbox"/> | Superior |
| <p>Comments:</p> | <input type="checkbox"/> | Exceeds Requirements |
| | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | <input type="checkbox"/> | Factor Not Applicable <input type="checkbox"/> |
| <p>8. Judgment and Comprehension: Assess understanding and resolution of work problems and decisions (practical and common sense).</p> | <input type="checkbox"/> | Superior |
| <p>Comments:</p> | <input type="checkbox"/> | Exceeds Requirements |
| | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | <input type="checkbox"/> | Factor Not Applicable <input type="checkbox"/> |
| <p>9. Work Habits: Assess effectiveness of work behavior (attention to work requirements and proper use of equipment).</p> | <input type="checkbox"/> | Superior |
| <p>Comments:</p> | <input type="checkbox"/> | Exceeds Requirements |
| | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | <input type="checkbox"/> | Factor Not Applicable <input type="checkbox"/> |
| <p>10. Safety: Assess effectiveness of safety behavior and observance of safety rules.</p> | <input type="checkbox"/> | Superior |
| <p>Comments:</p> | <input type="checkbox"/> | Exceeds Requirements |
| | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | <input type="checkbox"/> | Factor Not Applicable <input type="checkbox"/> |
| <p>11. Customer Service: Assess effectiveness in working with the public (tact and cooperativeness).</p> | <input type="checkbox"/> | Superior |
| <p>Comments:</p> | <input type="checkbox"/> | Exceeds Requirements |
| | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | <input type="checkbox"/> | Factor Not Applicable <input type="checkbox"/> |
| <p>12. Overall employee rating:</p> | <input type="checkbox"/> | Superior |
| <p>Comments:</p> | <input type="checkbox"/> | Exceeds Requirements |
| | <input type="checkbox"/> | Competent |
| | <input type="checkbox"/> | Requires Improvement |
| | <input type="checkbox"/> | Unsatisfactory |
| | <input type="checkbox"/> | Factor Not Applicable <input type="checkbox"/> |

Complete the following factors for supervisory personnel.

13. Supervision:
Assess effectiveness of direction, coordination, discipline, and leadership of staff.

Comments:

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|--------------------------|
| <input type="checkbox"/> |

- Superior
- Exceeds Requirements
- Competent
- Requires Improvement
- Unsatisfactory

Factor Not Applicable

SUPERVISOR'S COMMENTS AND IDENTIFICATION OF PERFORMANCE GOAL

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|---------------------------|--|-------|--|
| Supervisors Signature: | | Date: | |
|---------------------------|--|-------|--|

EMPLOYEE'S COMMENTS (attach additional sheets as necessary)

This rating constitutes your supervisor's evaluation of your job performance during the rating period. Your signature below certifies **only** that you have received a review and had the opportunity to discuss your rating with your supervisor. Please respond to this performance review by indicating agreement or disagreement with any of the statements on this document and why you feel that way. Also provide any information you feel is important in understanding your current performance.

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| Employee's Signature: | | Date: | |
| Supervisors Signature: | | Date: | |
| HR Director's Signature: | | Date: | |

Copies to: Employee
Supervisor
Original to: Human Resource Department