



**SAN JOSE-EVERGREEN COMMUNITY COLLEGE
MSC SUPERVISOR - PERFORMANCE EVALUATION FORM**

Employee Name	Job Title	Evaluation Date
Supervisor's Name	Supervisor's Title	Due Date

PERFORMANCE AREAS	
Key Job Responsibilities	
In order of priority, list the top 3 to 5 job responsibilities of this position or attach the current job description.	
1.	
2.	
3.	
4.	
5.	

PERFORMANCE SUCCESS FACTORS	
<p>Instructions: Identify the Success Factors which are relevant to the job. If a factor is not applicable to the job, please indicate by recording "N/A".</p> <p>List additional Success Factors that are important but are not listed below; list and define additional behaviors in the space designated "Other".</p> <p>Assess each relevant factor, specifying both areas of strength and, if applicable, areas for improvement.</p>	
Supervisory/Professional Performance Success Factors - Review/Evaluation	
1. Planning & Organizing: Establishes courses of action for oneself and/or others that are efficient and effective in meeting short- and long-term goals.	Review/Evaluation
2. Manages Execution: Assigns responsibilities; delegates and empowers others to accomplish assignments; when necessary, coordinates work efforts; monitors progress; gets things done.	Review/Evaluation
3. Judgement & Decisiveness: Makes timely and sound decisions based upon analysis which reflect factual information; understands the short- and long-term consequences when making decisions.	Review/Evaluation
4. Quality-of-Service: Makes effort to listen to and understand internal/external audiences, anticipates their needs and gives top priority to their satisfaction; displays sensitivity to their sense of urgency.	Review/Evaluation
5. Performance Planning & Management: Provides clear direction and priorities; consistently measures results; gives timely feedback and helpful coaching. Carries out discipline when needed.	Review/Evaluation
6. Sensitivity to Others: Demonstrates sensitivity and awareness to the diversity (cultural, racial, social and economic) of students, staff, faculty, management and the community to ensure the area is responsive to the needs of	Review/Evaluation

those served.	
7. Team Leadership: Accomplishes tasks leading and working with others, builds effective teams committed to organization goals; fosters collaboration among team members and among teams.	Review/Evaluation
8. Initiative: Sets high goals/standards of performance for self and/or others; actively attempts to influence events; takes action beyond explicit job responsibilities.	Review/Evaluation
9. Oral/Written Communications: Effectively gives and receives information; clearly presents ideas/tasks to groups/individuals; actively listens to others demonstrating attention to and understanding of expressed comments and concerns.	Review/Evaluation
10. Job Knowledge: Masters required knowledge to carry out duties	Review/Evaluation
11. Technical Expertise: Demonstrates the technical skills required by the position and maintains currency in the field.	Review/Evaluation
12. Other (Please Define)	Review/Evaluation

YEAR –END ANNUAL GOAL EVALUATION

Using the following standards, please evaluate the prior annual goal statements this is a year-end evaluation. Note accomplishments, goal modification, areas for improvement. Select the description that most closely identifies the overall performance.

_____ Exceeds Expectation: Performance and results frequently exceeded the position's requirements and expectations. All planned goals were achieved above established standards. The performance behavior was consistent with the selected Critical Success Factors. The contributions made improved the effectiveness of the department or unit.

_____ Achieves Expectations: Performance and results met all position requirements and expectations. Planned goals were achieved within acceptable standards. There may have been some accomplishments which exceeded expectations and some areas where results did not fully meet expectations. Similarly, the performance behavior is generally consistent with the selected Critical Success Factors. On balance, this is a good performer.

_____ Needs Improvement: Performance and results met some, but not all the position's requirements and expectations. The need for further development and/or improvement is recognizable. The performance behavior demonstrated is occasionally consistent with the selected Critical Success Factors. Sustained progress and improvement are required.

_____ Unacceptable: Performance and results are not acceptable. The position's requirements and expectations have not been met. Performance must improve to an acceptable level or additional corrective action will be taken, up to and including possible discharge.

Goal Statement	Standard Meet
Goal Statement #1 1.	Exceeded Expectations
Goal Statement #2 1.	
Goal Statement #3 1.	
Goal Statement #4	

Goal Statement #5	
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PROSPECTIVE ANNUAL GOAL STATEMENTS/ MID-YEAR REVIEW & FEEDBACK

List 3 to 5 key goals to be accomplished -- short statements of expectation. Conduct mid-year review of progress;

Goal Statement #1	Mid-Year Review ___ On-Track ___ Needs Attention Feedback
Goal Statement #2	Mid-Year Review ___ On-Track ___ Needs Attention Feedback
Goal Statement #3	Mid-Year Review ___ On-Track ___ Needs Attention
Goal Statement #4	Mid-Year Review ___ On-Track ___ Needs Attention
Goal Statement #5	Mid-Year Review ___ On-Track ___ Needs Attention

OVERALL PERFORMANCE EVALUATION

Consider what has been accomplished and how job responsibilities were accomplished. Summarize performance results below.

INDIVIDUAL IMPROVEMENT PLAN

Establish plans, with time frames for accomplishment, designed to develop and improve skills. Development activities may include formalized training, seminars, on-the-job assignments, self-development, etc. Be certain to take into consideration areas of demonstrated strengths and areas for improvement (Overall Performance) when developing this plan.

Development Plan:

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Employee Comments:

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Certifications:

San Jose-Evergreen Community College District expects all employees to perform their job responsibilities in a safe and ethical manner, in compliance with federal and state regulations and District Board policies, and demonstrate sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, gender identity, cultural, disability, and ethnic backgrounds of the students we serve .

Mandatory Trainings:

- ☐ Sexual Harassment (Every 2 years)
- ☐ Mandatory Reporter of Child Abuse (Annual)
- ☐ Responsible Person (Title IX) (Annual)
- ☐ Injury Illness Prevention Plan (IIPP)



Please check this box to signify that the supervising administrator and supervisor have discussed compliance with these standards along with compliance with other standards that may be specific to the department/area.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:	DATE:
SUPERVISING ADMINISTRATOR SIGNATURE:	DATE:
RECEIVED BY PERSONNEL:	DATE:

(EMPLOYEE'S SIGNATURE DOES NOT NECESSARILY CONSTITUTE AGREEMENT WITH THIS EVALUATION)