

**ANNUAL PROFESSIONAL EVALUATION**

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| Employee Information |
| Employee Name: Click or tap here to enter text. | Division: Click or tap here to enter text.  |
| Position Title: Click or tap here to enter text. | Department: Click or tap here to enter text. |
| Performance Evaluation Period:  | SWTJC ID#: Click or tap here to enter text. |
| From: Click or tap to enter a date. | To: Click or tap to enter a date. |  |

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| **Performance Evaluation – To be completed by President, Vice President, Dean, or Director/Supervisor** |
| **Instructions**For each competency, mark the rating (N, M, or E), that best describes the employee’s performance. Select N/A if the competency is not applicable. In the NARRATIVE ASSESSMENT sections, provide specific examples and illustrations. Explanations are required when selecting a rating of “Needs Improvement”. |

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| **Rating Scale** | **Definition** |
|  **Needs Improvement** | Objectives and standards are not met. Needs significant improvement. Excessive attention by supervisor is required and does not grasp situations when explained. Corrective action is required. |
|   **Meets Expectations** | Objectives and standards are met. Meets performance expectations and standards. Errors are minimal and seldom repeated. Prioritizes problems and projects well. Requires minimal supervision and follow-up. Regularly completes work or projects on schedule. |
|  **Exceeds Expectations** | Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging work goals. Each project or job is done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the component. |

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| 1. **Professional Qualities**
 | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Is effective in carrying out the duties of his/her position. | Click or tap here to enter text. |[ ] [ ] [ ]
| Understands and implements institutional policies, procedures, and mission. | Click or tap here to enter text. |[ ] [ ] [ ]
| Encourages a productive and mutually supportive atmosphere throughout the institution. | Click or tap here to enter text. |[ ] [ ] [ ]
| Assists in the development and maintenance of budgetary matters and discusses budgetary priorities with supervisor. | Click or tap here to enter text. |[ ] [ ] [ ]
| Organizes and distributes information appropriately. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is willing to make decisions in the best interest of the overall program, department, etc. | Click or tap here to enter text. |[ ] [ ] [ ]
| Can communicate effectively. | Click or tap here to enter text. |[ ] [ ] [ ]
| Assigns work fairly. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is fair and objective in matters having to do with salaries, evaluations, renewals, promotions, and tenure. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is available for consultations when needed. | Click or tap here to enter text. |[ ] [ ] [ ]
| Recognizes and compliments others on jobs well done. | Click or tap here to enter text. |[ ] [ ] [ ]
| Provides necessary information and feedback to employees, including those who need improvement. | Click or tap here to enter text. |[ ] [ ] [ ]
| Involves others in the decisions that affect them. | Click or tap here to enter text. |[ ] [ ] [ ]
| Tolerates differences and considers other viewpoints. | Click or tap here to enter text. |[ ] [ ] [ ]
| Gives constructive criticism in a positive manner. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is willing to help administrators, faculty, and staff in personal matters. | Click or tap here to enter text. |[ ] [ ] [ ]
| Makes fair and sound judgments regarding areas of responsibility. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is effective in establishing and maintaining high morale. | Click or tap here to enter text. |[ ] [ ] [ ]
| Explains the basis for his/her actions and decisions, if necessary. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is flexible in approach to problem-solving. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is open to suggestions and constructive criticism intended to improve effectiveness. | Click or tap here to enter text. |[ ] [ ] [ ]
| Is calm, self-assured, poised, and tactful. | Click or tap here to enter text. |[ ] [ ] [ ]
| Displays professional appearance and hygiene in clothing, uniform, and grooming. | Click or tap here to enter text. |[ ] [ ] [ ]
| Has adequate health and stamina for effective job performance. | Click or tap here to enter text. |[ ] [ ] [ ]
| Responds constructively to students referred by others for advice or assistance. | Click or tap here to enter text. |[ ] [ ] [ ]
| Begins work promptly (may attach Kronos report) on arrival and displays time management by completing assigned projects on time.  | Click or tap here to enter text. |[ ] [ ] [ ]
| Other(special projects, initiatives, etc.) | Click or tap here to enter text. |[ ] [ ] [ ]
| 1. **Localized**
 | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Localized Contribution | Click or tap here to enter text. |[ ] [ ] [ ]
| 1. **Institutional**
 | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Institutional Success | Click or tap here to enter text. |[ ] [ ] [ ]
| **TOTALS**  |  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| ***For Merit Consideration:*** **Step 1: No “Needs Improvement” in areas I and II. If there are not, proceed to** **Step 2: A minimum of 75% “Exceeds Expectations” in area I, II, III.** **If Step 1 and Step 2 requirements are met, Merit Incentive will be considered.****Check box below if employee meets requirements to be considered for merit.*****\**** Merit is a one-time per annum incentive awarded to an eligible employee based on superior work performance beyond the basic requirements of an individual employee’s job description. An eligible employee is one who has been employed full time by SWTJC for a minimum of 6 months. |
| **Signatures** | **Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Supervisor Signature** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |

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| **Additional Comments:** Click or tap here to enter text. |