

**Southern Union State Community College
Evaluation for Support Staff**

Name: _____ Position: _____

Supervisor: _____ Department: _____

PART ONE: EVALUATION:

Space is provided below for self evaluation by the employee and performance evaluation by the supervisor. Please check the rating box which you believe most accurately reflects performance for the respective category. Checking “Exceeds Expectations” or “Needs Improvement” requires an explanation and/or guidance.

1. <u>Knowledge/Training</u> - Possession of knowledge and training appropriate for the job.								
<u>Employee</u>					<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply		Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply
<p><u>Employee Comments:</u></p> <p><u>Supervisor Comments:</u></p> 								

2. Responsibility – Routine tasks and special assignments are completed with accuracy. Can discern between important and trivial problems.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

3. Attendance – Adheres to approved work schedule, i.e. comes and leaves on time and adheres to scheduled breaks. Proper reporting of leave.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

4. Student Orientation – Ability to work with students’ best interest in mind; works with SU and DPE goals in mind. Understands diverse needs. Is pleasant and helpful to the students.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

5. Ethics and Integrity – Behaves in accordance with SU and DPE values and operating principles at all times. Does not take action based on how it affects him/her.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

6. Timeliness – Completes work in a timely manner and meets scheduled deadlines.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

7. Flexibility – Demonstrates a willingness to perform a variety of tasks.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

8. Supervision – Works responsibly with a minimum amount of supervision.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

9. Communication – Communicates information clearly and tactfully.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

10. Initiative – Self starter. Takes action to achieve goals beyond what is required.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

11. Teamwork – Cooperates with others and is able to set aside personal interests to focus on team goals. Has a positive attitude towards peers. Respects diverse opinions.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

12. Supervisor – Maintains an effective working relationship with supervisor. Displays positive attitude and respect.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

13. Professional Development – Shows evidence of seeking to improve professionally.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

14. Environment – Maintains a neat, safe, and professional environment.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

15. Dress – Dresses appropriately according to position.

<u>Employee</u>				<u>Supervisor</u>			
Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply

Employee Comments:

Supervisor Comments:

PART TWO: SUPPORT STAFF EVALUATION
PROFESSIONAL DEVELOPMENT AND GOALS

Do you have any questions about your job responsibilities as outlined in your position description?

Please list and evaluate any changes to your job or additional duties/responsibilities assigned to you.

List what you consider to be your greatest strengths or accomplishments this year.

What changes would you like to see made to your job that would improve your performance and be beneficial to the college?

What are your job goals for the upcoming year?

What accomplishments would you like to see your department or Southern Union as a whole achieve in the next three to five years?

What training and/or professional development activities have you participated in during the last year? Were they helpful and relevant to your job?

In what area would you like to gain more experience, training, or education? How can Southern Union help you achieve that?

Other suggestions or comments?

PART THREE: SUPPORT STAFF EVALUATION
SERVICE

Are there ways in which you contribute your time and talents to Southern Union that go beyond your job description?

Do you participate in any community service activities? If so, what are they?

ACKNOWLEDGEMENT:

My signature below acknowledges that I have read and discussed my evaluation with my supervisor. My signature does not imply agreement with the evaluation. (The information submitted and any responses will be placed into the individual's personnel file.)

Employee _____ Date _____

Supervisor _____ Date _____