**Division of Academic Affairs
Performance Evaluations Forms**

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS & STUDENT AFFAIRS**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

NOTE: I have been presented \_\_\_\_\_\_\_pages of this evaluation. A signature indicates that this evaluation has been read and discussed with the evaluator. It does not imply agreement. If the administrator desires, they may submit a reply to this evaluation. This must be done within 48 hours of receiving the evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE ADMINISTRATIVE ASSISTANT TO THE DEAN OF ACADEMIC AFFAIRS & STUDENT AFFAIRS**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Personal characteristics reflect a high degree of integrity, maturity, dependability and enthusiasm.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Exercises good work habits to effectively perform assigned duties. Provides information clearly and effectively, including written and verbal correspondence.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is well organized, capable of placing priorities, and is conscious of the importance of time management. Meets deadlines consistently.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Keeps Executive Director and Committees informed as to the status of projects or problems that arise.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Readily accepts responsibility and exerts effort beyond demands.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Respects confidentiality of member information and administrative information.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains positive attitude.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is receptive to criticism.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is sensitive to the appearance of the office.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Accomplishes appropriate volume of results (Quantity).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Produces accurate and thorough results (Quality).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Demonstrates initiative in fulfilling job duties.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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Evaluator Date

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Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE ASSISTANT DEAN OF STUDENT AFFAIRS**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DIRECTOR OF SPONSORED PROGRAMS & SPECIAL PROJECT (INCLUDES SECOND CHANCE PELL)**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

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1. **Personality**
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1. **Appearance**
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	2. **Dresses appropriately for work.**

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1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

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Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**CASE MANAGER**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

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1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

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Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE CHAPLIN & SPIRITUAL AND CULTURAL DEVELOPMENT**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

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1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.**

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1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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Evaluator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DIRECTOR OF CAREER PLACEMENT SERVICES**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

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* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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1. **Appearance**
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	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

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Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DIRECTOR OF LIBRARY SERVICES**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

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Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**MEDIA CLERK (LIBRARY SERVICES)**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

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Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

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Employee Date

Shorter College
**ANNUAL PERFORMANCE EVALUATION**

DIRECTOR OF ALEXANDER CHILDHOOD DEVELOPMENT CENTER

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

1. **Arrives at work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is well organized, capable of placing priorities, and is conscious of the importance of time management. Meets deadlines consistently.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Readily accepts responsibility and exerts effort beyond demands.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains positive attitude.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is receptive to criticism.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is sensitive to the appearance of the office.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains confidentiality concerning children.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Speaks to children regularly using positive phrases and tone.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Good sanitary practices (hand-washing for self and children as required, classroom environment, etc).**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Regularly communicates with parents verbally and in writing as needed.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is available and approachable with parents.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Develops and implements daily lesson plans based on thematic units.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Provides a creative and inviting learning environment.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

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Employee Date

Shorter College
**ANNUAL PERFORMANCE EVALUATION**

TEACHER – ALEXANDER CHILDHOOD DEVELOPMENT CENTER

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
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Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

**PROFESSIONAL CONDUCT:**

1. **Arrives at work on time**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Dresses appropriately for working with young children**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains confidentiality concerning children**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains good working relationships with other staff members**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Works as a team player, completing job tasks in a timely manner**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Conversations relate to the children and work at the center and not personal information**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Open to constructive criticism**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

**SKILLS WORKING WITH CHILDREN:**

1. **Presents a friendly and warm demeanor**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Encourages independence/self help**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Promotes self-esteem in communications**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Avoids labeling of children**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Reinforces positive behavior**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Speaks to children regularly using positive phrases and tone**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Good sanitary practices (hand-washing for self and children as required, classroom environment, etc)**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

**SKILLS WORKING WITH PARENTS:**

1. **Listens and responds well to parents**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is tactful when discussing children**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Seeks partnership with parents**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Has good relationships with parents**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Regularly communicates with parents verbally and in writing as needed**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Greets parents by name and with a smile**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Is available and approachable with parents**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

**SKILLS WORKING IN CLASSROOM:**

1. **Uses learning centers in the classroom in appropriate ways**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Provides a creative and inviting learning environment**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Sets up room before children arrive**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Speaks to children using positive phrases using a positive tone**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Maintains a clean and orderly environment**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Learning materials are rotated in and out regularly**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

**PROFESSIONAL DEVELOPMENT**

1. **Attends all staff development meetings**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Shows improvement in areas on which they have received training**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Uses new instructional strategies**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Seeks additional educational credential or degree in the field**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

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Evaluator Date

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Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**CASE MANAGER (ALEXANDER CHILDHOOD DEVELOPMENT CENTER)**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Dedication**
	1. **Reports to work on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Uses time constructively.**
	Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
1. **Performance**
	1. **Good working knowledge of job assignment.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Organizes and performs work in a timely, professional manner.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Cooperation**
	1. **Willingly accepts work assignments.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Willingly accepts changes in assignments not directly related to job.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Initiative**
	1. **Performs assigned duties with little or no supervision.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Performs assigned duties with little or no supervision, even under pressure.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

* 1. **Strives to meet deadlines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Communication**
	1. **Communicates clearly and intelligently in person and during telephone contacts.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teamwork**
	1. **Works well with fellow employees without friction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Character**
	1. **Accepts constructive criticism without unfavorable responses.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Responsiveness**
	1. **Handles stressful situations with tact.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Personality**
	1. **Demonstrates a pleasant, calm personality when dealing with customers and fellow employees.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Appearance**
	1. **Well groomed. Clean. Neat.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Dresses appropriately for work.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Work Habits**
	1. **Maintains neat and orderly workstation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Using the space below, please provide any additional comments:**

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Evaluator Date

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Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**FOOD SERVICE COORDINATOR (ALEXANDER CHILDHOOD DEVELOPMENT CENTER)**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** |  |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. Account for all money daily to provide accuracy in dealing with assets within the food service department.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Perform monthly inventory of food to provide an accurate accounting within the food service kitchen.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Complete monthly government reports and implement local and governmental policies and regulations necessary to receive government reimbursement to ensure that the district is abiding by all local and state government requirements.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Direct and assign food service personnel to achieve work assignment standards; plan, recommend hiring and dismissal of employees, coordinate, assign jobs, and evaluate each food service employee to achieve an efficient work environment within the food service kitchen.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Provide direction and training for food service employees for the purpose of conveying information relative to job functions.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Schedule, coordinate and help prepare menus and meals for feeding students and other personnel as required to provide the highest quality of service.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Keep records and account for all meals served; perform quality control of food to ensure accuracy within the food service department.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Maintain a satisfactory inventory of appropriate food supplies and condiments and place all food orders for menu purchases to ensure an adequate supply of food within each food service kitchen.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Maintain cleanliness of equipment and kitchen to ensure a sanitary work environment.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Operate all equipment appropriately as required for the purpose of ensuring a safe and effective work environment.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement**

1. **Using the space below, please provide any additional comments:**

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Date

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Employee Date

## Faculty (full-time and adjunct)Performance EVALUATION PROCESS

1. **Overview of the Process**

The purposes of this evaluation are the following:

 1. Assess and promote excellence in the teaching/learning process.

 2. Meet the educational needs of students and community by continually monitoring instructional performance.

 3. Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement in classroom instruction.

 4. Provide a basis for professional growth and development.

1. **Components of the Faculty Evaluation System**
2. **Student Evaluation of Instruction Form (see Student Evaluation form in Appendix)**

The responses on Student Evaluation of Instruction Forms are correlated per item with the Faculty Self-Evaluation and the Supervisor Evaluation of Faculty. Each item on the evaluation is rated according to a Likert scale. The ratings on the Likert scale are as follows:

* Strongly Agree
* Agree
* Neutral
* Disagree
* Strongly Disagree

The average rating and the number of student responses for each rating on the scale is then totaled for each item on the evaluation. The student ratings are compared with the Faculty Self-Evaluation ratings and a gap analysis is printed. This analysis is referred to as the Aggregate Response Report.

For each instructor, the gap analysis compares perceptions of students and perceptions of faculty. The gap analysis by section is discussed with each instructor during the evaluation process, more specifically during the supervisor meeting, and a copy of the Aggregate Response Report is provided to each instructor.

An opportunity for written comments from students is provided at the end of the Student Evaluation of Instruction Form. These comments are not included as part of this Faculty Evaluation Process and these comments are not available to anyone other than the instructor (bar codes insure confidentiality). The original Student Evaluation of Instruction Forms are returned to instructors for review of student comments, following the end of the semester in which the survey is administered.

1. **Faculty Self-Evaluation Form**

Individual faculty members rate themselves by completing the Faculty Self-Evaluation Form, being as objective and impartial as possible. Based upon self-evaluation findings or related areas of interest for self-improvement, the faculty member notes proposed professional development opportunities. The components of the Faculty Self-Evaluation Form are instructional performance, previous year’s completed professional development, and proposed professional development. Additional comments are optional.

Timetable:

* + Faculty Self-Evaluation Forms are provided during the Spring term Faculty/Staff Institute/Orientation Sessions.
	+ Each instructor completes the Faculty Self-Evaluation Form and forwards to supervisor by and schedule the formal evaluation conference with his/her supervisor.
1. **Supervisor’s Evaluation of Faculty Form**

The division chair completes the Supervisor Evaluation of Faculty Form using the information from the gap analysis (Aggregate Response Report) between the Student Evaluation of Instruction and the Faculty-Self Evaluation Form, observation of instruction, review of syllabi, evaluation of other duties, feedback from department heads or other supervisors, and other appropriate sources. The evaluation items for the course instruction component of the Supervisor Evaluation of Faculty Form are the same as those on the Faculty Self-Evaluation Form. The supervisors may include written comments in their evaluation of each instructor. These comments increase the usefulness of the evaluation to aid instructors in their development and growth.

The division chair schedules a formal face-to-face conference with the instructor. The private meeting provides a forum for an open exchange of information. During this conference the supervisor discusses performance and plans for professional growth with the instructor. Proposed action plans resulting from this conference are noted in the suggestions for professional development section and are reviewed during the instructor’s next evaluation.

If the instructor does not agree with the supervisor's ratings, the instructor has up to five working days to provide additional written comments listing and explaining his/her objections. These written comments are attached to the completed evaluation document, which is forwarded to the appropriate dean, if applicable, and then to the VPI. At the discretion of the VPI, a follow up conference may be called between the instructor, the supervisor, and the VPI.

Timetable:

* March 1st - April 11th - Classroom observations are done, if necessary;
* April 14th- April 28th - Complete performance evaluation (Full-Time Faculty) formal face-to-face evaluation conferences are held.
* April 30th – Complete performance evaluation (Adjunct Faculty) formal face-to-face evaluation conferences are held.
* By May 5th Full-Time faculty are notified for re-hire.
1. **Procedures for the Annual Review of the Faculty** **Evaluation System**
2. Immediately following the formal conference, both parties sign the Supervisor Evaluation of Faculty Form.
3. A copy of the completed document is given to the instructor to aid in professional development and enhancement of instruction.
4. The supervisor forwards the original document to the appropriate dean, if applicable, and then to the VP for review, and signature.
5. Upon the signatures, signed copies of the evaluation document are provided to both the faculty member and to the Dean.
6. Originals are forwarded to the Human Resources Office to be placed in the instructor’s personnel file.
7. Use student faculty evaluations.

Shorter College
ANNUAL PERFORMANCE EVALUATION

**FACULTY - To be completed by the Supervisor**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** Full-time Faculty / Adjunct Faculty |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual. All faculty must complete a Self-Evaluation Form prior to being evaluated by their supervisor.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation (mark this next to the standard of measure)

1. **Meets class regularly.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teaches appropriate course material related to course content.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Organizes classes around goals set forth in the generic syllabus.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Assigns grades based on students’ demonstrated understanding of course content**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Demonstrates respect to students.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Exhibits collegiality towards colleagues.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Provides reasonable accommodations according to ADA guidelines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Uses a variety of teaching strategies to enhance instruction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Uses a variety of assessment strategies, including retention and pass rates, to improve student success and to enhance instruction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Participates in resolution of student complaints.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Performs advisement and registration duties as assigned.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Advises students consistent with assignment.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Submits, posts, and keeps regular require office hours.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Submits grades, forms, etc. consistently and on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Serves on division committees consistent with similar faculty.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Regularly attends division and department meetings.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Regularly attends convocation and graduation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

|  |
| --- |
| **Summary of student evaluations**—**attach summary of scores and typed comment (provided by Division Office):** |
|   |
| **Summary of classroom/workplace observations—attach observation forms and comments:** |
| **Summary of self-evaluation—attach self evaluation report:** |
| **Evaluatee comments—attach a separate sheet if necessary:** |
|  |

NOTE: I have been presented \_\_\_\_\_\_\_pages of this evaluation (and a copy of the Self-Evaluation with Aggregate Data). A signature indicates that this evaluation has been read and discussed with the evaluator. It does not imply agreement. If the administrator desires, they may submit a reply to this evaluation. This must be done within 48 hours of receiving the evaluation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty (Signature) Date

Employee

Shorter College
ANNUAL PERFORMANCE EVALUATION

**FACULTY SELF-EVALUTION FORM (PART A)**

|  |  |
| --- | --- |
| **Name of Employee:** |  |
| **Position:** Full-time Faculty / Adjunct Faculty |
| **Date of Evaluation:** |  |
| **Hire Date:** |  |
| **Years in this position:** |  |
| **Name of Evaluator:** |  |
| ***Note: All evaluations must be assessed against job descriptions in the Human Resource Manual. All faculty must complete a Self-Evaluation Form prior to being evaluated by their supervisor.*** |

Exceeds Expectations indicates high performance that exceeds usual expectations

Meet Expectations indicates performance that meets what is expected

Needs Improvement indicates that responsibilities are not being met as well as expected and in need of immediate improvement

Not Applicable Activities during the evaluation period did not allow a proper evaluation

1. **Meets class regularly.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Teaches appropriate course material related to course content.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Organizes classes around goals set forth in the generic syllabus.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Assigns grades based on students’ demonstrated understanding of course content**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Demonstrates respect to students.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Exhibits collegiality towards colleagues.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Provides reasonable accommodations according to ADA guidelines.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Uses a variety of teaching strategies to enhance instruction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Uses a variety of assessment strategies, including retention and pass rates, to improve student success and to enhance instruction.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Participates in resolution of student complaints.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Performs advisement and registration duties as assigned.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Advises students consistent with assignment.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement \_\_N/A

1. **Submits, posts, and keeps regular require office hours.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Submits grades, forms, etc. consistently and on time.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement

1. **Serves on division committees consistent with similar faculty.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement \_\_N/A

1. **Regularly attends division and department meetings.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement \_\_N/A

1. **Regularly attends convocation and graduation.**

Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement \_\_N/A

1. What were your major professional challenges this academic year (or semester)?
2. How do you plan on addressing these challenges in the future?
3. What professional development activities did you participate in the past months?
4. What professional development activities do you anticipate pursuing in the near future?
5. What support do you need from the institution in order to accomplish you goals related to teaching, professional responsibilities, and/or professional development?

**Please attached a copy of your student course evaluation summary sheet (for all sections/courses taught), print and return this form to the Office of Academic Affairs by April 11, 2014.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty (Signature) Date

Employee

**FACULTY SELF-EVALUATION INSTRUMENT & AGGERERGATE RESPONSE REPORT (PART B: FACULTY SELF-EVALUTION FORM)**

|  |
| --- |
| **FACULTY SELF-EVALUATION INSTRUMENT & AGGERERGATE RESPONSE REPORT** |
| **Instructor’s Name:** |
| **Semester’s Year:** |
| **Course (Please only do one per course, not section):** |
|  |
| 5=Strongly Agree 4=Agree 3=Neutral 2=Disagree 1=Strongly Disagree |
|  | **INSTRUCTOR** | **STUDENTS’ RESPONSE** |
|  | 5 | 4 | 3 | 2 | 1 | 5 | 4 | 3 | 2 | 1 |
| 1. The instructor was prepared for class.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor made assignments clear and concise.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor set clear standards for grading.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor graded fairly.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor checked to see if students understood the material.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor accepted feedback to improve the course and the class.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor organized and presented subject matter well.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor specified clear objectives for what students were to learn in the course.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor achieved the specified objectives of the course as outlined in the syllabus.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor was enthusiastic about the subject.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor was available outside of class.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor encouraged student’s participation.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor arrived to class on time.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor properly notified students of class cancellations .
 |  |  |  |  |  |  |  |  |  |  |
| 1. The instructor gave students syllabus in the first five days of the class.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The required work was appropriate.
 |  |  |  |  |  |  |  |  |  |  |
| 1. The textbook was appropriate for the course.
 |  |  |  |  |  |  |  |  |  |  |
| 1. Overall, the class was taught effectively.
 |  |  |  |  |  |  |  |  |  |  |
| 1. Overall, the course met my expectations.
 |  |  |  |  |  |  |  |  |  |  |
| 1. This form adequately evaluates the course.
 |  |  |  |  |  |  |  |  |  |  |