**President’s Office
Performance Evaluations Forms
(includes Executive Cabinet)**Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT**

|  |  |
| --- | --- |
| **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. **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
2. **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
2. **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
2. **Maintains positive attitude.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
3. **Is receptive to criticism.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
4. **Is sensitive to the appearance of the office.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
5. **Accomplishes appropriate volume of results (Quantity).**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
6. **Produces accurate and thorough results (Quality).**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
7. **Demonstrates initiative in fulfilling job duties.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
8. **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 Signature Date

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

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DIRECTOR OF HUMAN RESOURCES**

|  |  |
| --- | --- |
| **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 Signature Date

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

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DIRECTOR OF ENROLLMENT (ADMISSIONS & REGISTRAR, FINANCIAL AID & RECRUITMENT)**

|  |  |
| --- | --- |
| **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. **Utilizes a membership database for developing involvement and fundraising.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
	2. **Establish and maintain effective work relationships with students, faculty, staff and the public.**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. **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

**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 Signature Date

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

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DIRECTOR OF TITLE III**

|  |  |
| --- | --- |
| **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 Signature Date

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

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE HR ADMINISTRATIVE ASSISTANT**

|  |  |
| --- | --- |
| **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. **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
2. **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
2. **Respects confidentiality of member information and administrative information.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
3. **Maintains positive attitude.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
4. **Is receptive to criticism.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
5. **Is sensitive to the appearance of the office.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
6. **Demonstrates initiative in fulfilling job duties.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
7. **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 Signature Date

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

Employee Date

Shorter College
ANNUAL PERFORMANCE EVALUATION

**THE DEAN OF ACADEMIC AND STUDENT AFFAIRS & RETENTION**

|  |  |
| --- | --- |
| **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. **Faculty Governance**(e.g., support of faculty governance structure within the division and across the college; encouragement and recognition of faculty participation in governance)

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

1. **Strategic Planning for the departments** (e.g., communication with department chairs; support for communication among departments within school; representation of departments within school to the larger college community; foresight in responding to department needs)
Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
2. **Budget priorities and decisions**(e.g., ranking of budgetary needs and decision making to support the goals of the school and college)
Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
3. **Decision making in hiring and appointment** (e.g., academic and professional faculty, and classified staff, associate deans)
Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
4. **Decision making regarding:**
5. ***Merit Pay***

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

1. ***Tenure (if applicable)***

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

1. **Re-appointment**

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

1. **Promotion (*if applicable)***

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

1. **Decision making in faculty support and development**(e.g., sabbaticals, workload)

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 DIRECTOR OF COMMUNITY AND ALUMNI RELATION & SPONSORED PROGRAMS**

|  |  |
| --- | --- |
| **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 (students) 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 DIRECTOR OF INSTITUTIONAL SUPPORT**

|  |  |
| --- | --- |
| **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 CHIEF FINANCIAL OFFICER**

|  |  |
| --- | --- |
| **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. **Supervises the payroll function for the district to include employee benefits, state and federal tax deposits, workmen’s compensation insurance and other related activities.**
Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
2. **Review, code, and sign bills prepared for approval at the monthly board meeting.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
3. **Supervises the collection, safekeeping, and distribution of all funds, making investments and deposits into the appropriate checking and savings accounts approved by the board.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
4. **Assists with the budget development, preparation, and submission and provides the board with periodic performance reports. Prepares, approves, and monitors purchase orders in compliance with board policy and approved budge.**

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

1. **Supervises all cash funds and federal programs including Chapter I, Title III, Title IV, food service, and various grants in compliance with state and district policies, including timely required reporting.**

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

1. **Collects information and assists the President and board with contract negotiations.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
2. **Conducts bidding procedures and represents the board by signing contracts and agreements in compliance with school policy and laws.**

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

1. **Maintains records and inventory related to fixed assets and real estate with adequate collateral and liability insurance.**

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

1. **Attends and participates in all board meetings, maintaining an accurate record of the actions and participants, and publishing the minutes and notices in the designated school paper.**

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

1. **Prepares the college annual report to be submitted to Board of Trustees.**Rating: \_\_ Exceeds Expectations \_\_ Meets Expectations \_\_ Needs Improvement
2. **Arranges for and assists with auditing of all the college accounts and programs.**

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

1. **Represents the college professionally in local, regional, state, and national affiliation and participation.**

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

1. **Cooperate with all departments for effective and efficient results.**

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

1. **Performs other duties which will assist the president, board, and standing committees in financial and business matters of the district in compliance with local policy and laws.**

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