

## Performance Evaluation Form

<b>Employee Name:</b>	<b>Official Job Title:</b>
	<b>ECC ID:</b>
<b>Department:</b>	<b>Review Period</b> From:
	To:
<b>Review Cycle:</b> <input type="checkbox"/> 45-day Probationary <input type="checkbox"/> 90-day Probationary <input type="checkbox"/> Extended Probationary <input type="checkbox"/> Annual <input type="checkbox"/>	<b>PDQ and/or JD Reviewed:</b> <input type="checkbox"/> Current <input type="checkbox"/> Will Revise PDQ  <b>Supervisor's Name</b>

### ECC Mission Statement

*"To improve people's lives through learning."*

### STRATEGIC GOALS

1. *Identify and expand practices to raise academic achievement and completion.*
2. *Strategically build and maintain enrollment and purposeful pathways.*
3. *Advance relationships that benefit the College, students and partnering organizations.*
4. *Instill a culture of service excellence and collaboration.*

### Accomplishments

Within the context of our mission and goals, describe the employee's top accomplishments or strengths exhibited during the review period. Give specific examples of situations where the accomplishment or strength was demonstrated.

## Job Element Ratings

<b>Job Knowledge</b>	The demonstration of technical or other specialized knowledge	Satisfactory —	Unsatisfactory —
Supervisor Comments			
Employee Comments			
<b>Service Excellence</b>	The demonstration of accuracy, thoroughness, and reliability	Satisfactory —	Unsatisfactory —
Supervisor Comments			
Employee Comments			
<b>Productivity</b>	The volume of work produced, along with meeting established deadlines and consistency of output.	Satisfactory —	Unsatisfactory —
Supervisor Comments			
Employee Comments			
<b>Communication Skills</b>	The extent to which the employee effectively conveys and receives ideas and seeks to clarify and confirm the accuracy of their understanding of unfamiliar terms.	Satisfactory —	Unsatisfactory —
Supervisor Comments			
Employee Comments			
<b>Collaboration</b>	The extent to which the employee builds and maintains work relationships needed to effectively address problems and opportunities associated with their position.	Satisfactory —	Unsatisfactory —
Supervisor Comments			
Employee Comments			

### Job Element Ratings Cont'D

<b>Attendance/ Punctuality</b>	The extent to which the employee can be depended upon to be available for work and to fulfill position responsibilities	Satisfactory  —	Unsatisfactory  —
Supervisor Comments			
Employee Comments			

Select the rating for each of the following job elements that best describes this employee's performance during the review period. Supervisor comments must be provided. Employee comments are encouraged.

### Overall Performance Rating

If the overall performance rating is unsatisfactory, a performance improvement plan must be developed and sent to the Director of Labor and Employee Relations for approval prior to implementation.

—	<b>Satisfactory</b> – Performance meets job requirements.
—	<b>Unsatisfactory</b> – Performance does not meet job requirements.

### Summary of Opportunities for Improvement/Recommendations on Training Needs

Give examples of things the employee could do to improve and / or strengthen his/her performance

### Goals for the Coming Review Period

List major goals the employee is expected to accomplish during the coming review period.

Employee Signature

*(Employee's signature does not necessarily mean agreement with the evaluation. It merely acknowledges that the employee has had an opportunity to discuss the evaluation with the supervisor.)*

Date

Supervisor's Signature

Date

**Supervisor: Provide the employee a copy of the completed Job Performance Evaluation form and forward an original copy of the Job Performance Evaluation form to Human Resources – Employee Relations (B210.04) within 3 working days.**