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|  | **Minnesota West Community & Technical CollegePerformance Review** |

Employee: Department:

Classification Title: Working Title:

## Appraisal Period: to Date of Last Evaluation:

Evaluator/Supervisor:

Evaluation Type: ❑ Probationary ❑ Permanent

**Objective**: The annual performance evaluation is an opportunity to review accomplishments, provide feedback, set goals and identify personal and professional development for the next year. The annual evaluation of job performance is a part of the on-going process of performance management and coaching.

**GOALS OR PRIMARY RESPONSIBILITIES –** Based on current position description and accountabilities Rating Code: D = Does Not Meet Expectations M = Meets Expectations E = Exceeds Expectations

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| **3 to 5 key goals or responsibilities from the past year**  |
| **Goal or Responsibility #1:** | **D €** | **M €** | **E €** |
| Results: |
| **Goal or Responsibility #2** | **D €** | **M €** | **E €** |
| Results: |
| **Goal or Responsibility #3** | **D €** | **M €** | **E €** |
| Results: |
| **Goal or Responsibility #4** | **D €** | **M €** | **E €** |
| Results:  |
| **Goal or Responsibility #5** | **D €** | **M €** | **E €** |
| Results: |

**NEXT YEAR’S GOALS**

*Identify which goals or responsibilities above continue and list 1 to 3 new key goals or responsibilities for next year, if needed.*

**EMPLOYEE PROFESSIONAL DEVELOPMENT PLAN**

*Identify key knowledge, skills, or abilities (ksa’s) to be developed over the next year.*

*Discuss and identify stretch assignments, courses or other activities for developing ksa’s.*

**SUPERVISOR SUMMARY**

**This performance evaluation has been discussed with me and I have had the opportunity to provide my input. I understand that I may include a written statement with this form that will be retained in my personnel file.**

**SIGNATURES:**

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|  **Position Description Review.** A review of the position description is to be completed each year, with the understanding that it should be revised if the position changes. If there are significant changes to the position description, a signed copy must accompany the completed Performance Review and submitted to the human resources office by the due date. *Minimally, the position description should be updated, signed, and turned into HR every three years.* |
| [ ]  | The current position description is an accurate reflection of the current responsibilities. |
| [ ]  | The position description is revised to reflect changes in the position. |
| [ ]  | The position description is updated because it is three years old. |

**This performance evaluation has been discussed with me and I have had the opportunity to provide my input. I understand that I may include a written statement with this form that will be retained in my personnel file.**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rater: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rater’s Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The appraisal meeting can also include feedback on the areas of knowledge, skills, abilities and personal characteristics (KSA’s) required for successful performance. Identify areas that are strengths, opportunities for growth or sufficient for now. Below is a list taken from existing Minnesota State forms. Please feel free to customize this list to reflect your institution’s goals, values and objectives. You may also use the adapted Minnesota State Leadership KSA’s for individual contributors.

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| **JOB KNOWLEDGE AND SKILLS** | • Demonstrates a clear understanding of the role and scope of assignments and responsibilities in his/her specific job• Is skilled in those specialties demanded by his/her assignment• As new processes or technologies are introduced, is able to learn and use them appropriately • Fully understands institutional and MnSCU procedures and regulations | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments: |
| **PRODUCTIVITY & QUALITY OF WORK** | • Work completion is consistently high, thorough and accurate• Makes effective use of time• Work displays high level of technical skills• Performs tasks in an organized and efficient manner• Handles multiple activities simultaneously | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments: |
| **INITIATIVE & CONTINUOUS IMPROVEMENT** | • Makes practical, workable suggestions for improvements• Demonstrates a self-starter attitude and approach• Demonstrates good judgment in handling routine problems• Recognizes deficiencies and seeks help when appropriate • Demonstrates an interest in departmental and self-improvement | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments:  |
| **COOPERATION & TEAMWORK** | • Accepts constructive criticism positively• Accepts and adapts to changes as necessary • Shows sensitivity to and consideration for others’ feelings• Offers assistance willingly and supports the team processes and decisions • Makes a positive contribution to morale and work environment • Is a team player and participates with others to accomplish tasks. | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments:  |
| **DEPENDABILITY** | • Carries out assignments with careful follow through and follow up • Meets predetermined deadlines or targets• Can be counted on for consistent performance• Is personally accountable for his/her actions• Can be counted on for overtime or extra effort as needed | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments:  |
| **ATTENDANCE & PUNCTUALITY** | • Promptness at the start of the work day• Promptness at the start and end of breaks• Attendance record | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments:  |
| **SAFETY & SECURITY** | • Performs activities in a safe manner• Understands and supports the safety program and policies• Recognizes unsafe working conditions and promptly reports safety concerns.Protects the confidential records and information Follow policy regarding computer use and security awareness.  | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments:  |
| **INTERPERSONAL, COMMUNICATION SKILLS****CUSTOMER SERVICE** | • Maintains a positive relationship with management team• Maintains a positive relationship with other workers• Keeps supervisor and/or other coworkers informed of work progress• Listens effectivelyAnticipates customer expectations and checks to ensure their expectations are met. | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments:  |
| **MUTUAL RESPECT & DIVERSITY** | Seeks varied viewpoints and experiences. Displays empathetic listening skills and respects individual differences. Displays and promotes mutual respect among co-workers. Strives to achieve the goals of the College's Diveristy or Affirmative Action Plan. | **[ ]**  | Strength |
| **[ ]**  | Sufficient |
| **[ ]**  | Growth Opp |
| Comments: |

**Minnesota State Leadership KSA’s adapted for Individual Contributors**

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| **Minnesota State KSA** | **Strength** | **Sufficient** | **Growth Opportunity** | **Comments** |
| SELF-AWARENESS & SELF-MANAGEMENT |  |  |  |  |
| 1. Understands Self and Others
 |  |  |  |  |
| 1. Acts with Integrity
 |  |  |  |  |
| RELATIONSHIPBUILDING & TEAMWORK |  |  |  |  |
| 1. Values Diversity
 |  |  |  |  |
| 1. Communicates Effectively
 |  |  |  |  |
| 1. Builds Trust
 |  |  |  |  |
| DELIVERS RESULTS |  |  |  |  |
| 1. Demonstrates Customer Service Orientation
 |  |  |  |  |
| 1. Builds Own Talent and Skills
 |  |  |  |  |
| 1. Demonstrates Good Stewardship
 |  |  |  |  |
| INNOVATION |  |  |  |  |
| 1. Demonstrates Mission/Vision
 |  |  |  |  |
| 1. Collaborates and Solves Problems
 |  |  |  |  |
| 1. Demonstrates Effective Decision Making
 |  |  |  |  |

STAFF PERFORMANCE EVALUATION
**Guide to Conducting a Successful Performance Evaluation**

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| **Before the Performance Review:** |
| Although Performance Reviews are conducted annually, it is good practice to provide the employee feedback regarding their performance throughout the year. The Review is intended to be the last task in what should be an ongoing, year-round process.Two-way communication between employees and supervisors is critical to everyone's success. Providing feedback and candidly addressing concerns can build a more productive work environment.  An open dialogue can help clear the air and pave the way for an effective performance appraisal with no hard feelings and a clearer perspective on expectations.Nothing contained in the Performance Review should be a surprise; it should not be the first time an employee hears about an issue. |
| **Conducting the Performance Review:** |
| Set aside time to complete the Review so as not to be interrupted.Utilize the Position Description and your supervisory file and other information you have been gathering over the previous year when completing the Review.* Position Descriptions (PDs) are an essential part of the Annual Review process.  PDs should be reviewed for accuracy and revised if there are inaccuracies or changes needed.
* Do not let inaccuracies with a PD delay the completion of the Annual Review. Base the responsibilities on what you know are the current duties of the job.
* Notes from your 1-1’s
* Goal check-in meetings
* E-mails, other documents, thank-you notes, student and colleague comments, etc.

Give real thought to your responses, utilize the comment and results sections.Be fair and objective in completing the evaluation and base your responses on the performance over the entire past year. |
| **Meeting with the Employee:** |
| Schedule a time in advance, in a quiet and private location, to meet with the employee and go over the evaluation.Outline your goals for the evaluation. Do not be afraid to let the employee know about areas where there is a need for improvement.  Keep your criticism or feedback constructive.  Avoid making generalizations about the employee's personality or attitude, and stick to facts.Remember:* Even if you and an employee disagree on a point, you can both express your opinions.
* Be careful about what you say, and make sure you have consistent expectations of all your employees without regard to the classes protected by law.
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| **Completing the Process:** |
| * Ensure you have signed the Review as the 'Rater.'
* Set a timeframe for allowing the employee to comment and secure the employee's signature. Provide a copy of the Review to the employee.
	+ Please note: An employee is not obligated to sign the Annual Review. Signing does not indicate acceptance or rejection of the evaluation.
* Keep a copy for your files.
* Secure your supervisor's signature.
* Ensure Review is submitted to the Human Resources Office by the deadline provided.
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03/18/2019