

BEVILL STATE COMMUNITY COLLEGE
Annual Performance Evaluation for B, C1, C2, C3, E and H Personnel

Employee: _____ Position Title: _____

Department: _____ Date: _____

Campus: _____

The purpose of this evaluation is to establish a constructive medium through which staff employee performance of assigned duties and responsibilities can be reviewed to determine areas of strength and weakness. Additionally, the instrument should be utilized to propose a course of action that will continue to promote the highest performance standards.

Directions: Place a checkmark for each applicable statement in the appropriate rating column.

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
1. Job Knowledge				
• Possesses knowledge and skills required to accomplish duties.				
• Applies appropriate methods in completing duties and responsibilities.				
• Understands relationships to other jobs/functions.				
• Continues to progress in current position by utilizing a variety of professional development methods.				
Describe specific examples:				
2. Efficiency and Effectiveness of Work				
• Performs duties as listed in job description.				
• Meets timelines.				
• Is thorough and organized in work completed.				
• Organizes work and work area to increase quality and quantity of results.				
• Consistently accepts and accomplishes a fair workload.				
Describe specific examples:				

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
3. Working Relationships				
<ul style="list-style-type: none"> Establishes and maintains cooperative working relationships. 				
<ul style="list-style-type: none"> Recognizes, supports and respects others. 				
<ul style="list-style-type: none"> Maintains appropriate attitude towards his or her subordinates. 				
<ul style="list-style-type: none"> Maintains appropriate attitude towards his or her supervisor. 				
<ul style="list-style-type: none"> Interacts with public in a positive manner. 				
<ul style="list-style-type: none"> Promotes a positive image of Bevill State Community College. 				
<ul style="list-style-type: none"> Maintains confidentiality of program, staff, and student issues as required. 				
Describe specific examples:				
4. Initiative/Work Attitudes				
<ul style="list-style-type: none"> Takes responsibility for determining what needs to be done. 				
<ul style="list-style-type: none"> Exhibits initiative in identifying and taking charge of new assignments and tasks. 				
<ul style="list-style-type: none"> Identifies and follows through independently on important details. 				
<ul style="list-style-type: none"> Accepts change/innovation willingly. 				
<ul style="list-style-type: none"> Exercises sound judgment in decision-making. 				
<ul style="list-style-type: none"> Responds positively to constructive criticism. 				
<ul style="list-style-type: none"> Maintains appropriate attendance. 				
<ul style="list-style-type: none"> Willingly serves on various college committees. 				
<ul style="list-style-type: none"> Strives for self-improvement. 				
Describe specific examples:				
5. Communication				
<ul style="list-style-type: none"> Ensures that oral and written communications are complete, clear, and understandable. 				
<ul style="list-style-type: none"> Exchanges necessary information with all appropriate personnel. 				
<ul style="list-style-type: none"> Exchanges information and keeps appropriate supervisor(s) informed. 				
<ul style="list-style-type: none"> Demonstrates listening skills 				
Describe specific examples:				

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
6. Professionalism				
<ul style="list-style-type: none"> Knows and adheres to the policies, rules, and regulations as stated in all BSCC publications. 				
<ul style="list-style-type: none"> Exhibits behaviors that indicate commitment to the students, co-workers, and community of BSCC. 				
<ul style="list-style-type: none"> Conveys professional image. 				
Describe specific examples:				
7. Supervisory Skills				
<ul style="list-style-type: none"> Communicates College goals and strategies to personnel and leads them to achieve these goals. 				
<ul style="list-style-type: none"> Supervises personnel who report to him or her. 				
<ul style="list-style-type: none"> Is accessible to subordinates. 				
<ul style="list-style-type: none"> Delegates tasks appropriately. 				
<ul style="list-style-type: none"> Involves subordinates in the decision making process. 				
<ul style="list-style-type: none"> Makes decisions without undue partiality to individuals or programs. 				
<ul style="list-style-type: none"> Identifies potential problems and makes plans to deal with them. 				
<ul style="list-style-type: none"> Serves as a liaison between his or her personnel and higher administrators. 				
Describe specific examples:				
8. Improvements based on previous recommendations.				

Evaluator Comments: _____

Objectives to be accomplished by next evaluation: _____

Evaluator Signature: This evaluation is based on the employee's performance during the current program year. This evaluation has been discussed with the employee.

Evaluator Signature

Date

Employee Comments: _____

Objectives to be accomplished by next evaluation: _____

Signing this form verifies that the evaluation has been discussed with you and that you have received a copy. It does not mean that you agree with its contents.

Employee Signature

Date

Campus Assoc. Dean (if applicable)/College-Wide Supervisor

Date