

**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
<b>1. Job Knowledge</b>				
• 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:				
<b>2. Efficiency and Effectiveness of Work</b>				
• 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
<b>3. Working Relationships</b>				
<ul style="list-style-type: none"> <li>Establishes and maintains cooperative working relationships.</li> </ul>				
<ul style="list-style-type: none"> <li>Recognizes, supports and respects others.</li> </ul>				
<ul style="list-style-type: none"> <li>Maintains appropriate attitude towards his or her subordinates.</li> </ul>				
<ul style="list-style-type: none"> <li>Maintains appropriate attitude towards his or her supervisor.</li> </ul>				
<ul style="list-style-type: none"> <li>Interacts with public in a positive manner.</li> </ul>				
<ul style="list-style-type: none"> <li>Promotes a positive image of Bevill State Community College.</li> </ul>				
<ul style="list-style-type: none"> <li>Maintains confidentiality of program, staff, and student issues as required.</li> </ul>				
Describe specific examples:				
<b>4. Initiative/Work Attitudes</b>				
<ul style="list-style-type: none"> <li>Takes responsibility for determining what needs to be done.</li> </ul>				
<ul style="list-style-type: none"> <li>Exhibits initiative in identifying and taking charge of new assignments and tasks.</li> </ul>				
<ul style="list-style-type: none"> <li>Identifies and follows through independently on important details.</li> </ul>				
<ul style="list-style-type: none"> <li>Accepts change/innovation willingly.</li> </ul>				
<ul style="list-style-type: none"> <li>Exercises sound judgment in decision-making.</li> </ul>				
<ul style="list-style-type: none"> <li>Responds positively to constructive criticism.</li> </ul>				
<ul style="list-style-type: none"> <li>Maintains appropriate attendance.</li> </ul>				
<ul style="list-style-type: none"> <li>Willingly serves on various college committees.</li> </ul>				
<ul style="list-style-type: none"> <li>Strives for self-improvement.</li> </ul>				
Describe specific examples:				
<b>5. Communication</b>				
<ul style="list-style-type: none"> <li>Ensures that oral and written communications are complete, clear, and understandable.</li> </ul>				
<ul style="list-style-type: none"> <li>Exchanges necessary information with all appropriate personnel.</li> </ul>				
<ul style="list-style-type: none"> <li>Exchanges information and keeps appropriate supervisor(s) informed.</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrates listening skills</li> </ul>				
Describe specific examples:				

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

**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 Dean (if applicable)/College-Wide Supervisor

\_\_\_\_\_  
Date