

CLASSIFIED



EVALUATION PERIOD

<input type="checkbox"/>	Probationary Period (completed by 5 <sup>th</sup> month)
<input type="checkbox"/>	Annual

**PERFORMANCE AND DEVELOPMENT  
ASSESSMENT FORM**

Click here to enter a date.  
- Click here to enter a date.

<b>Employee Name:</b>	<b>Department:</b> <a href="#">Click here to enter text.</a>
<b>Job Title:</b> <a href="#">Click here to enter text.</a>	<b>Position Start Dat</b>
<b>Supervisor:</b>	<b>Employee SID</b>

**COMPETENCY ASSESSMENT**

* <u>Exceeds Standards</u>	A level of performance that often surpasses job requirements. Results are above expected level.
<u>Meets Standards</u>	A level of performance that consistently meets all normal requirements of the position. Progress is fully satisfactory.
* <u>Needs Improvement</u>	A level of performance that does not meet all of the job requirements. Substantial improvements needed.
<u>Not Applicable</u>	Not relevant to current position.
<b>* Written comment required</b>	

**Knowledge of Job Functions**

- Comprehension of pertinent facts, policies, procedures and goals of department
- Ability to assess accurately a situation, gather and evaluate appropriate data
- Ability to manage change, adjust to new requirements, procedures, and systems
- Compliance with Green River College and departmental standards

Exceeds Standards     Meets Standards     Needs Improvement     Not Applicable

**Dependability and Punctuality**

- Attendance, dependability, and consistency with schedule and responsibilities

Exceeds Standards     Meets Standards     Needs Improvement     Not Applicable

[Click here to enter text.](#)



**Initiative and Resourcefulness**

- Resourcefulness in utilizing facts, intuition and past experience
- Ability to develop/carry out new ideas and methods
- Effort to seek new responsibilities and acquire needed skills

Exceeds Standards    Meets Standards    Needs Improvement    Not Applicable

Click here to enter text.

**Communication Skills**

- Ability to communicate effectively with staff, students, and faculty
- Ability to listen attentively and share information with department and team

Exceeds Standards    Meets Standards    Needs Improvement    Not Applicable

Click here to enter text.

**Cooperation and Collaboration**

- Ability to work with others in and outside of the department
- Ability to establish and maintain a positive working relationship across the institution

Exceeds Standards    Meets Standards    Needs Improvement    Not Applicable

Click here to enter text.

**Supervisory/Lead Skills (If Applicable)**

- Ability to train, lead, and delegate projects
- Approachability and impartiality

Exceeds Standards    Meets Standards    Needs Improvement    Not Applicable

Click here to enter text.

## TRAINING AND DEVELOPMENT PLAN

Choose two components of the position that could be improved upon, further developed, or require additional training. Set realistic goals that can be accomplished within a specific time frame.

1. Click here to enter text.
2. Click here to enter text.

## EMPLOYEE COMMENTS

Utilize this space to provide any comments regarding this assessment and/or the assessment process.

## CAREER OBJECTIVES / GOALS (OPTIONAL)

Utilize this space to record any career objectives you wish to share. If additional training is required to accomplish these objectives, please provide details.

**\*NOTE - OPERATIONAL NEEDS MAY ALTER A DEPARTMENT'S ABILITY TO SUPPORT ADDITIONAL TRAINING REQUESTS.**

## ACKNOWLEDGMENT

I have read this appraisal, received a copy, and have discussed it with the evaluator.

<b>Employee</b>		<b>Date</b>	
<b>Supervisor</b>		<b>Date</b>	