



2024-2025 Performance Review

Name & Emp ID:	Supervisor's Name:
Title:	Supervisor's Title:

Performance Review (instructions on page 8)

Accomplishments from last year 2024-2025
For your area:
For your role and/or professional growth:
Supervisor Comments/Evaluation:

Challenges/Barriers from last year
For your area:
For you in your role:
Supervisor Comments:

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CliftonStrengths (formerly StrengthsFinder)

CliftonStrengths Information
<p>1. If you've not already done so, submit CliftonStrengths results to Mark Brown (mbrown@greenriver.edu).</p> <p>2. If you have not completed a CliftonStrengths assessment, please contact Mark for an access code.</p> <p>3. Below, please list your top 5 strengths as indicated in your CliftonStrengths report.</p> <p>*There is a cost associated with this process. It isn't necessary to use this portion of the review if you haven't done the Strengths Assessment.</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>

Work Planning for your area for next year (include at least one diversity goal)

Priorities for next year (Please include 5 or fewer including DEI goals)
Supervisor Comments:

2024-2025 Performance Review 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.
* Written comment required		

Knowledge of Job Function

- 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
- Develop racially inclusive services to all employees through exemplary customer service*

Managers: Please fill out the blue boxes and provide comments.

Exceeds Standards
 Meets Standards
 Needs Improvement
 Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Dependability and Punctuality

- Attendance, dependability, and consistency with schedule and responsibilities

Exceeds Standards
 Meets Standards
 Needs Improvement
 Not Applicable

Click here to enter text.

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Initiative and Resourcefulness

- Resourcefulness in utilizing facts, intuition, and experience.
- Ability to develop/carry out new ideas and methods.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.
- Effort to seek new responsibilities and acquire needed skills.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Communication Skills

- Ability to communicate effectively with staff, students, and faculty.
- Ability to listen attentively and share information with department and team.
- Respond effectively when given feedback about the impact of your comments, actions, and/or inactions.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

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Interpersonal Relations

- Ability to maintain positive working relationships and recognize racist attitudes, behaviors, and microaggressions in yourself and others.
- Ability to provide honest feedback and accept constructive criticism, including effective engagement in meaningful dialogue about race in a racially equitable and inclusive capacity.
- Ability to effectively interrupt racist dynamics and recognize and shift dynamics of white privilege in the moment.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

Please share examples where you have demonstrated DEI principles as a part of your job function

Management Skills (If Applicable)

- Ability to interview and hire, coach and mentor, manage staff, and create racially inclusive, high-performing teams and work climates where all are respected, valued, feel a sense of belonging, and able to contribute to their full potential.
- Ability to use organizational and political savvy to solve problems.
- Use a Race Lens in all planning, and decision-making processes.
- Use a Race Lens to analyze all current policies, programs, practices, and services and revise as needed, to eliminate negative differential impact on People of Color and create racial equity and inclusion.
- Implement a system of development and accountability to ensure accelerated progress towards becoming a racially inclusive, anti-racist organization.

Exceeds Standards Meets Standards Needs Improvement Not Applicable

Click here to enter text.

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Please share examples where you have demonstrated DEI principles as a part of your job function

Leadership Work Planning for Your Area and the People You Lead (If applicable)

Priorities for next year

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Supervisor Comments:

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Career Objectives

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

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Professional Development Planning for You

Three (or fewer) Professional Development Activities for Next Year
1.
2.
3.
Supervisor Comments:

REQUIRED TRAINING: Managers please verify completion by reviewing employee certificate.

	Please CHECK the box (to the left), indicating you have completed the following ANNUAL training:
	Title IX: Building Supportive Communities
	FERPA (Faculty, Adjunct Faculty, and Deans)
	GRC Child Abuse & Neglect (We are all mandatory reporters)
	GRC Ethics
	GRC Non-Discrimination
	AED (Automated External Defibrillators)
	Fire Extinguisher Safety
	First Aid
	Hazard Communication
	Campus Security Authority (Assigned training)

If you have not completed the required learning modules listed above, please contact Mark Brown at mbrown@greenriver.edu.

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As a team member, signing this does not necessarily mean that you agree with this review, but that you are signing to acknowledge that you have reviewed this document with your supervisor.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____

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Guide for Completing Performance Review

Summary: The performance review summarizes accomplishments and outcomes, as well as challenges for the review period, which is July 1st to June 30th. Additionally, the performance review provides a space for work planning, both work related goals, and professional development for the upcoming fiscal year.

Who should complete: GRC staff, managers, and supervisors. Staff with less than 6 months direct GRC experience may not have enough work experience to warrant full completion of page 1. In these instances, please still complete the sections on pages 2-6.

Section Overview:

- **Accomplishments:**
 - Provide accomplishments, outcomes, and job-related behaviors related to expectations for the review period and may include milestones/progress on goals.
- **Challenges:**
 - Provide challenges and areas for opportunities related to expectations for the review period. Comments may include development needs.
- **CliftonStrengths**
 - Follow instructions provided. Please contact Mark Brown, mbrown@greenriver.edu with questions or concerns.
 - CliftonStrengths is Gallup's rebranded name for the StrengthsFinder 2.0 assessment. If you've completed a StrengthsFinder assessment, you already have your CliftonStrengths top 5 information.
- **Work Planning:**
 - Provide goals and work plans for the upcoming fiscal year. Goals should align with the unit goals, and the mission, vision, and values of Green River College. You may consider referring to the Green River College Strategic Plan draft, as well as the DEI Strategic Plan as you develop these. Green River College encourages the use of SMART format for writing goals:
 - **Specific**
 - **Measurable**
 - **Ambitious and Achievable**
 - **Results-based**
 - **Time-bound**
- **Diversity, Equity, and Inclusion:** As we continue our work toward becoming an anti-racist campus, it is essential to be actionable and deliberate in our professional growth.
 - Please provide examples of actionable steps you have taken to move the needle forward in our DEI efforts.
- **Professional Development:**
 - Green River College supports growth, professional development, and encourages staff to seek these opportunities both at work and on their own. Provide possible suggestions/activities. Professional development can include continuing education, research, skill-based training, and more.
 - For some ideas, please contact GRC's Learning and Development office