

CLASSIFIED

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



**PERFORMANCE AND DEVELOPMENT
ASSESSMENT FORM**

EVALUATION PERIOD

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

Employee Name:	Department: Click here to enter text.
Job Title: Click here to enter text.	Position Start Dat
Supervisor:	Employee SID

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 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.

Employee	<input type="text"/>	Date	<input type="text"/>
Supervisor	<input type="text"/>	Date	<input type="text"/>