

Northwest-Shoals Community College

Schedule C3

Professional Staff Performance Evaluation

Employee Name:	Job Title:
C3 Schedule Placement Date (Most Recent):	C3 Schedule Placement Level:
Date of Hire:	

Overall Performance Evaluation

Please rate this employee on overall job performance and demonstrable skills as outlined in the College's *Personnel Handbook/Policy Manual*. Rate the employee in terms of quantitative and qualitative responses.

(1) Below Expectations (2) Meets Expectations (3) Exceeds Expectations

Demonstrates effective speaking skills	
Demonstrates effective writing skills	
Disseminates adequate and timely information to appropriate personnel	
Receives and processes messages, information, and requests promptly	
Gives clear explanations, communicates expectations of performance	
Plans and organizes thoroughly and in advance	
Attends to details carefully, thoroughly, and consistently	
Delegates responsibility when appropriate	
Encourages innovative and cooperative planning	
Prioritizes duties and responsibilities appropriately	
Is prepared for contingencies and adapts quickly to unanticipated events	
Is self-motivated	
Considers other departments and over all institution in planning and organizing	
Demonstrates high standards of attendance, punctuality, and application to task	
Accepts full responsibility for own actions	
Accepts criticism, advice, suggestions, or reprimands	
Functions well under pressure and in awkward situations	
Demonstrates willingness to work beyond job description and regular hours for the good of the institution	
Displays dedication and commitment to the institution	
Considers the total institution in decisions and actions	
Places institution's welfare above personal or departmental considerations	
Brings credit to institution by participating in personal and community activities	

Include justification for any score of (1) Below Expectations

Performance Evaluation, Based on Current Job Description

Please rate this employee on the performance of the specific “Responsibilities” listed within his/her Job Description; in terms of quantitative and qualitative responses.

(1) Below Expectations (2) Meets Expectations (3) Exceeds Expectations

Responsibilities	Rating
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

15.	
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Include justification for any score of (1) Below Expectations

Please discuss with the employee, his/her involvement and service on college committees and special college assignments which are not reflected within his/her current Job Description.

Service on College Committees/Special College Assignments

Supervisor's Comments/Recommendations:

Employee Comments/Recommendations:

Check the appropriate evaluation period:

- Probationary period (90 working days)
- Third year anniversary date of employment (30 days prior to)
- Annual

I recommend retention or termination of this employee.

Employee's Signature	Date
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My signature indicates only that this evaluation has been discussed with me. It does not necessarily signify concurrence. (Employee may add their comments regarding the evaluation in the Employee Comment area.)

Supervisor's Signature	Date
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Note: Improvements made since last evaluation and suggestions (and plans) for improvements will be noted on the Employee's Professional Development/Growth Plan.