

**Great Falls College MSU**

**Professional Staff Performance Evaluation**

**Employee information –**

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| --- | --- |
| **Employee Name** |  |
| **Position Title** |  |

**Review –**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Supervisor Name** |  | **Period covered** | Fr: | 04/01/2017 | To: | 04/01/2018 |
| **Date of Review** |  |

**Summary Evaluation**

Consider the employee’s demonstrated performance in each of the criteria on the evaluation form and select the description which most appropriately summarizes this performance evaluation as a whole. Ratings must include supporting evidence justifying each rating.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Unacceptable Performance**    Performance does not meet expectations and must be improved. | **Below Expectations**    Certain aspects of the performance do not meet expectations and could be improved. | **Acceptable Performance**    Meets all expectations of the role and is a valued contributor to the success of the department’s mission. | **Strong Performance**    Performance is strong and contributes significantly to achieving the department’s mission. | **Exemplary Performance**    Unequivocally superior performance. |

**Note:**  By signing this form, the employee acknowledges only that this evaluation was discussed and a copy has been received by the employee, but does not necessarily indicate his/her agreement with the contents.

Employee’s signature Date

Supervisor’s signature Date

ET Member’s signature Date

*Employee and Supervisor should keep a copy of all completed evaluations.*

**PART I – INSTRUCTIONS**

This evaluation form is based on the following four areas: (1) positive areas of job performance, (2) challenging areas, (3) feedback for supervisor or department in general, and (4) goals for next year. The goals you set for next year will be part of your next annual review.

Professional Employee: Please complete the following evaluation form by responding to each section. Use the questions listed as a guide to your responses, and provide any additional information you wish to share that is not specifically addressed. Send the completed unsigned electronic form to your manager, who will add his or her responses for discussion. A copy of the combined responses will be provided to you as well as kept in your personnel file.

Supervisor: Please add your own responses to each area and prepare to discuss your responses with the ET Member. During the discussion, you may change or add to your responses. Both parties should agree on the proposed goals for the upcoming year, which will form a basis for the next annual review.

**PART II – RESPONSES**

**POSITIVE AREAS OF JOB PERFORMANCE:**

*Summarize your accomplishments this year.*

*What do you like most about your job?*

*What parts of your job do you feel strongest in?*

*What were some of your “uppers” this past year?*

**Employee Response:**

**Supervisor Response:**

**CHALLENGING AREAS:**

*What parts of your job do you feel less confident about?*

*What do you like least about your job?*

*What frustrates you or has made meeting goals difficult?*

*What were some of your “downers” this past year?*

*Summarize any goals that are not yet fully accomplished.*

**Employee Response:**

**Supervisor Response:**

**FEEDBACK FOR SUPERVISOR OR DEPARTMENT IN GENERAL:**

*Is your current type and level of supervision meeting your needs? How could it be more advantageous to you?*

*How well is teamwork going for you?*

*What do you still need to learn?*

*What resources would help you do a better job?*

*Do you have any ideas for the department to consider?*

**Employee Response:**

**Supervisor Response:**

**GOALS FOR NEXT YEAR:**

*What are the major points of focus for you in the next 12 months?*

*In what areas are you interested in developing new or greater expertise?*

**Employee Response:**

**Supervisor Response:**