

DUTCHESS

COMMUNITY COLLEGE

Performance Appraisal Form

Name:	Position:
Review Date:	Evaluation Period:

1. JOB KNOWLEDGE: Employee demonstrates proficiency in the skills and knowledge needed to perform assigned job functions.

_____	Performance is consistently superior and significantly exceeds position requirements.
_____	Performance often exceeds position requirements.
_____	Performance consistently meets position requirements.
_____	Performance meets some, but not all position requirements.
_____	Performance consistently fails to meet the minimum position requirements; employee lacks skills required or fails to utilize necessary skills.
_____	This standard is not related to the employee's position or the employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.

Explanation:

2. PLANNING & ORGANIZATIONAL SKILLS: Employee plans, prioritizes, schedules and organizes his/her work to support the goals and objectives of the department and the College.

_____	Performance is consistently superior and significantly exceeds position requirements.
_____	Performance often exceeds position requirements.
_____	Performance consistently meets position requirements.
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_____	Performance consistently fails to meet the minimum position requirements; employee lacks skills required or fails to utilize necessary skills.
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Explanation:

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3. QUALITY AND QUANTITY OF WORK: Employee completes tasks with minimal direct oversight and within established deadlines and utilizes time and resources effectively to meet expectations of work performed in an accurate way.

- _____ Performance is consistently superior and significantly exceeds position requirements.
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Explanation:

4. DECISION MAKING/PROBLEM SOLVING: Employee recognizes/identifies work-related problems and/or opportunities, assesses the situation, offers potential solutions when/if appropriate, and seeks guidance as necessary. Uses informed judgement and makes evidence based decisions when called upon to do so.

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Explanation:

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5. COMMUNICATION SKILLS: Employee effectively communicates with others, expresses themselves clearly and respectfully and demonstrates the ability to understand and interpret instructions and conveys messages appropriately in accordance with job responsibilities.

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Explanation:

6. COLLABORATION and TEAM WORK: Employee demonstrates cooperation and team work. Collaborates by seeking input and expertise of others and contributes to the team environment.

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Explanation:

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7. INITIATIVE: Employee demonstrates self-motivation and assesses and submits ideas to improve workplace processes, environment and/or student success. Employee completes a task efficiently with minimum direction.

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Explanation:

8. DEPENDABILITY: Employee demonstrates timeliness and can be relied upon to meet work schedules and fulfill job responsibilities. Employee demonstrates willingness to accept instructions and follows through with assigned tasks.

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9. PROFESSIONAL DEVELOPMENT: Employee learns or enhances proficiency in the knowledge and skill required for their position, job-related skills, competence, and knowledge through formal or informal activities, which may include in-house training, webinars, participation in professional organizations, and/or other educational opportunities, industry related articles, or college strategic initiatives.

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Explanation:

For employees in supervisory roles complete the next three competencies.

10. DELEGATION SKILLS: Employee assigns tasks appropriately and provides the resources necessary for direct reports to complete their work.

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11. LEADERSHIP-BUILDING AN EFFECTIVE TEAM: Employee communicates a shared vision, demonstrates integrity and self-awareness, and promotes teamwork. Empowers and encourages self-development and growth of each member of the team.

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Explanation:

12. MANAGEMENT SKILLS: Employee plans, allocates, and monitors the use of fiscal, human and technological resources and seeks guidance appropriately.

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OVERALL EVALUATION

Narrative Summary:

Meets expectation: Yes No

Needs Formal Improvement Plan: Yes No
(Attach written plan document)

Suggestions for Professional Development:

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VERIFICATION

Department Head:

I have reviewed this evaluation.

Signature: _____ Date: _____

Supervisor:

Name (Print): _____ Title: _____

Signature: _____ Date: _____

Employee's Comments:

Comments: (Continue on separate page if necessary)

Signature: _____ Date: _____

Eligible for merit increase:

(If applicable)

Yes

No

Needs Formal Improvement Plan

(Attach written plan document)

Yes

No