

**BRISTOL COMMUNITY COLLEGE  
Non-Unit Performance Evaluation**

**PURPOSE:**

A carefully planned system for appraising job performance for each employee is an essential part of the college human resources program. To be effective, both the employee and the evaluator must benefit from the performance appraisal, and the performance appraisal should serve as a feedback instrument to enhance performance and to improve communication between the employee and the evaluator. Specifically, the performance appraisal should serve as:

- ∞ A recognition of good performance.
- ∞ A motivation for improved performance.
- ∞ A source of information for the employee relating work performance to established objectives and expectations.
- ∞ An aid in setting specific goals and objectives.
- ∞ A source of information that can be used by the supervisor when making promotion, salary, and other supervisory decisions, including disciplinary action.

Your performance evaluation will be based on 1) major job duties and responsibilities, 2) general performance factors, and 3) objectives.

<b>DEFINITION FOR RATING TO BE APPLIED:</b>	
<b>Strong:</b> Performance is superior, evidencing few weaknesses or substantive failings.	<b>Less than adequate:</b> Performance at less than a competent level, with substantial need for improvement and/or training.
<b>More than adequate:</b> Performance is commendable and more than competent, demonstrating capable work with room for growth and development.	<b>Unsatisfactory:</b> Performance is inadequate and consistently substandard.
<b>Adequate:</b> Average performance, characterized by basic coverage and performance of job duties with need for improvement and growth.	

**Parts 1a, 1b, 1c: EMPLOYEE'S EVALUATION**

The employee's evaluation is a critical part of the review process. It gives the employee an opportunity to assess his/her job performance in the applicable categories, to enhance communication with the supervisor, and to formulate developmental plans. The evaluator should emphasize that he/she is interested in obtaining the employee's input. Employee should submit self-evaluation to his/her supervisor in accordance with the date set by the supervisor. Self-rating is optional for employee. Evaluator shall assign ratings to all categories.

**Part 2: ESTABLISHING ANNUAL OBJECTIVES**

The evaluator and the employee jointly establish the objectives for the upcoming year. These objectives will not be included in the current evaluation. They will form the basis for the employee's next performance appraisal.

**Part 3: OVERALL RATING**

The evaluator will assign an overall rating to the employee. The employee and the evaluator will sign and date the performance appraisal to indicate that it was reviewed and discussed. The employee may provide written comments about any portion of the performance appraisal. The written comments of the employee, the completed performance appraisal, and all supporting documentation shall be placed in the employee's personnel file. The performance appraisal will be forwarded to the next line supervisor for signature. If the overall rating is *less than adequate* or *unsatisfactory*, the evaluator must state clearly the deficiencies, attach any supporting information and documents, and outline specific steps to be taken to improve performance in *each* deficient area.

**BRISTOL COMMUNITY COLLEGE  
Non-Unit Performance Evaluation**

Employee: \_\_\_\_\_

Evaluation Date: December 5, 2006

Employee Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Part 1a. EVALUATION OF DUTIES AND RESPONSIBILITIES**

- Directions: 1. In collaboration with your supervisor, use your job description to identify your major duties and responsibilities.  
2. Comment on performance for each major duties and responsibilities. Ratings: *strong; more than adequate; adequate; less than adequate; unsatisfactory.*

MAJOR DUTY/RESPONSIBILITY	EMPLOYEE'S COMMENTS	RATING	SUPERVISOR'S COMMENTS	RATING

**Part 1b. EVALUATION OF GENERAL PERFORMANCE FACTORS**

- Directions: 1. Comment on performance for each of the categories listed. Ratings: *strong; more than adequate; adequate; less than adequate; unsatisfactory.*

GENERAL PERFORMANCE FACTORS	EMPLOYEE'S COMMENTS	RATING	SUPERVISOR'S COMMENTS	RATING
1. <u>Job skills</u> : Understanding of duties and responsibilities, application of knowledge, compliance with directions and procedures.				
2. <u>Leadership Skills</u> : Demonstrates effective understanding of organizational behavior and skills, influences others for good work, motivates others and directs the work of the unit effectively as appropriate to position, fosters teamwork, analyzes issues and uses sound judgment to make change.				
3. <u>Maintains Accessibility</u> : Maintains an accessible environment where employees and students ( <i>if appropriate</i> ) can discuss appropriate issues.				
4. <u>Quality of work</u> : Accuracy, organization, logic, soundness, and timeliness.				
5. <u>Quantity of work</u> : Volume of work produced, constructive use of time and resources.				
6. <u>Initiative</u> : Shows interest in improving job skills/learning new skills, seeks additional tasks, works well with minimal supervision.				

**BRISTOL COMMUNITY COLLEGE  
Non-Unit Performance Evaluation**

Employee: \_\_\_\_\_

Evaluation Date: December 5, 2006

GENERAL PERFORMANCE FACTORS	EMPLOYEE'S COMMENTS	RATING	SUPERVISOR'S COMMENTS	RATING
7. <u>Interpersonal skills</u> : Ability to work well with others, foster teamwork, show courtesy, respect and support to others, and handle conflict.				
8. <u>Dependability</u> : Takes direction and finishes tasks on time, maintains assigned work schedule.				
9. <u>Integrity</u> : Demonstrates trustworthiness, maintains confidentiality, and adheres to college policies and procedures.				

**Part 1c. EVALUATION OF ANNUAL OBJECTIVES FOR CURRENT FISCAL YEAR**

- Directions:
1. You and your supervisor established these objectives at your last performance appraisal.
  2. Comment on performance for each annual objective. Ratings: *strong; more than adequate; adequate; less than adequate; unsatisfactory*

OBJECTIVES	EMPLOYEE'S COMMENTS	RATING	SUPERVISOR'S COMMENTS	RATING

**Part 2. ESTABLISHING ANNUAL OBJECTIVES FOR NEXT FISCAL YEAR** \_\_\_\_\_

- Directions:
1. These objectives for the next fiscal year should be established jointly by the employee and the supervisor.
  2. Do not rate these objectives at this time. The performance of the employee in meeting these objectives will be evaluated by the employee and the supervisor at the employee's next performance appraisal.

<b>EMPLOYEE'S OBJECTIVES</b>

**BRISTOL COMMUNITY COLLEGE  
Non-Unit Performance Evaluation**

Employee: \_\_\_\_\_

Evaluation Date: December 5, 2006

**Part 3. OVERALL EVALUATION FOR FISCAL YEAR \_\_\_\_\_**

1. Rate the employee's overall performance: *strong; more than adequate; adequate; less than adequate; unsatisfactory.*
2. Comments are **required** for ratings of *less than adequate* and *unsatisfactory*, and are *strongly* encouraged for all ratings.
3. If the overall rating is *less than adequate* or *unsatisfactory*, the evaluator must state clearly the deficiencies, attach any supporting information and documents and outline specific steps to be taken to improve performance in *each* deficient area.
4. The evaluator, the employee and the next line supervisor should sign where indicated.

PLEASE RATE EMPLOYEE'S OVERALL PERFORMANCE	COMMENTS

This performance appraisal was performed by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

I acknowledge that I have reviewed and discussed this performance appraisal with my supervisor.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

I have reviewed this performance appraisal as the next-line supervisor. *(if applicable)*

*(Signature does not imply agreement with this evaluation. By signing below, the person acknowledges reading the evaluation and understanding all of its points.)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

This performance evaluation form is in accordance with Chapter XI of the Non-Unit Professionals Personnel Policies Handbook.