

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

**EMPLOYEE NAME:**

**EVALUATION DATE:**

**EMPLOYEE TITLE:**

**SUPERVISOR:**

**COMPLETION DATE:**

**PURPOSE**

A carefully planned system for appraising job performance for each employee is an essential part of the college's 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.

**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 required by employee. Evaluator shall assign ratings to all categories.

**RATING GUIDE FOR JOB DUTIES & RESPONSIBILITIES AND GENERAL PERFORMANCE FACTORS**

<b>DEFINITION FOR RATING TO BE APPLIED:</b>	
<p><b>Outstanding:</b> Performance is superior, evidencing few weaknesses or substantive failings. (Comments are required when using this rating)</p> <p><b>Exceeds Expectations:</b> Consistently exceeds job requirements.</p> <p><b>Meets Expectations:</b> Consistently performs assigned duties and responsibilities in an appropriate and effective manner.</p>	<p><b>Needs Improvement:</b> Meets some, but not all major job requirements. (Comments are required when using this rating)</p> <p><b>Unsatisfactory--Does Not Meet Expectations:</b> Overall unacceptable performance. (Comments are required when using this rating)</p>

**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 **needs improvement** 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.

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PERFORMANCE FACTORS	EMPLOYEE'S RATING						SUPERVISOR'S RATING					
	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory-- Does Not Meet Expectations</i>	<i>NA</i>	<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory-- Does Not Meet Expectations</i>	<i>NA</i>
1. States annual and future goals clearly, simply, and with understanding.												
2. Provides resources needed to achieve goals												
3. Involves appropriate (affected) parties with Goal setting and decisions												
4. Furnishes adequate lead-time												
5. Uses sound problem-solving techniques												
6. Incorporates recommendations of constituent groups in final decisions												
7. Effectively uses a collegial governance model												
8. Manages budget responsibilities effectively												
9. Supports and considers the positive aspects of performance as well as the negative												
10. Demonstrates a commitment to promoting diversity in all areas of campus life												
11. Shares accurate and up-to-date information												
12. Effectively uses listening skills												
13. Practices effective two-way communication												
14. Inspires confidence and trusting relations with others												
15. Is consistent without being inflexible												
16. Maintains an atmosphere of mutual respect and dignity												
17. Gives people freedom to do their jobs												
18. Actively encourages a spirit of collegiality												
19. Actively promotes job satisfaction and morale												
20. Shows appreciation and gives praise												
21. Leads by example												
22. Understands the role of collective bargaining at the college												
23. Respects and implements the results of contract negotiations												
24. Effectively represents the college in the community												
25. Has enhanced the college's image												

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**EMPLOYEE NAME:** \_\_\_\_\_

**OVERALL EVALUATION FOR FISCAL YEAR:** \_\_\_\_\_

<b>EMPLOYEE'S OVERALL PERFORMANCE RATING</b>					
<i>Outstanding</i>	<i>Exceeds Expectations</i>	<i>Meets Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory- Does Not Meet Expectations</i>	<i>NA</i>
<b><u>SUPERVISOR'S COMMENTS:</u></b>					
<b><u>EMPLOYEE'S COMMENTS:</u></b>					

How would you evaluate the employee's overall performance in achieving the strategic plan of the college?

What suggestions would you make to improve the employee's performance?

**ESTABLISHING EMPLOYEE'S 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.

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**EMPLOYEE NAME:**

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.  
8/31/09