

**ADAMS STATE COLLEGE**  
**Performance Evaluation Process**  
**Performance Evaluation**

**(For performance planning, performance progress reviews and final performance evaluations)**

**I. Identification Section:**

Employee Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Position No.: \_\_\_\_\_

Evaluation Period (4/1/07 – 3/31/08): \_\_\_\_\_

Reason for Evaluation (Circle One):    Annual        Mid Year        Change Supv.        Promotion    Transfer

Classification: \_\_\_\_\_ Department: \_\_\_\_\_

**II. Agenda:**

*Performance Planning (for next evaluation year)* – to be done with employee:

- Review and discuss departmental mission and goals
- Review and discuss unit work plan
- Identify and review core competency areas that will be measured and indicate their relative importance for this position
- Identify and review Individual Performance Objectives (IPOs)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Performance Progress Review (midyear review)* - to be done with employee:

- Review and discuss unit work plan
- Review and discuss progress toward any IPOs
- Review and discuss employee's self-review worksheet
- Review and discuss performance along competency areas, including behavior indicators

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Final Performance Evaluation (annual review)* - to be done with employee:

- Review and discuss unit work plan
- Review and discuss progress toward any IPOs
- Review and discuss employee's self-review worksheet
- Review and discuss performance along competency areas, including behavior indicators

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ Agree \_\_\_ Disagree \_\_\_ with the performance rating.

(Employee Signature)

**III. Capsule Job Description:** (from Item II, Page 1 of PDQ)

**IV. Uniform Core Competencies:** NI=Needs Improvement, ME=Meets Expectations, EE=Exceeds Expectations; Refer to the Key to Rating Levels). Weight must total 100%, including weights for individual evaluation factors. Utilize your "Important Events Journal" regarding employee's performance. (Attach separate pages, as needed.)

Weight (e.g. 10%)	Factor	NI	ME	EE
	<p>COMMUNICATION:-The degree to which the employee effectively communicates by actively listening and sharing relevant information with co-workers, supervisors and customers so as to anticipate problems and ensure the effectiveness of the department and Adams State College. Behavior Indicators: (list minimum of 2, below)</p> <p>Comments:</p>			
	<p>INTERPERSONAL SKILLS:-The degree to which the employee interacts effectively with others to establish and maintain smooth working relations. Behavior Indicators: (list minimum of 2, below)</p> <p>Comments:</p>			
	<p>CUSTOMER SERVICE:-The degree to which the employee works effectively with internal/external customers to satisfy service expectations. Behavior Indicators: (list minimum of 2, below)</p> <p>Comments:</p>			
	<p>ACCOUNTABILITY:-The degree to which an employee's work behaviors demonstrate responsible personal and professional conduct, which contributes to the overall goals and objectives of the department and Adams State College. Behavior Indicators: (list minimum of 2, below)</p> <p>Comments:</p>			
	<p>JOB KNOWLEDGE:-The degree to which the employee is skilled in job-specific knowledge which is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner. Behavior Indicators: (list minimum of 2, below)</p> <p>Comments:</p>			



**VI. Quantification:** (For ease in performing computations, write in the individual's rating next to the range of numbers for the appropriate ranking.)

**Justification:** (Required for an overall rating of Needs improvement or Exceeds Expectations, otherwise optional. Attach additional documentation as needed)

Item	Weight **	Needs Improvement Range & Individual Rating (Level 1)	Meets Expectations Range & Individual Rating (Level 2)	Exceeds Expectations Range & Individual Rating (Level 3)	Score ***
		(1.0-1.50)	(1.51-3.50)	(3.51-4.00)	
Communication					
Interpersonal Skills					
Customer Service					
Accountability					
Job Knowledge					
Supervision (Where applicable)					
Individual Performance Goal 1					
Individual Performance Goal 2					
Individual Performance Goal 3					
Individual Performance Goal 4					
Individual Performance Goal 5					
<b>TOTAL</b>					

\*\*Weight must total 100.

\*\*\*Multiply the weight by the numeric equivalent of the rating.

**CONVERSION OF NUMERIC SCORE TO DESCRIPTIVE RATING**

Exceeds Expectations (Level 3) 351-400

Meets Expectations (Level 2) 151-350

Needs Improvement (Level 1) 100-150

**FINAL OVERALL RATING:** (Check One)

Needs Improvement (Level 1)

Meets Expectations (Level 2)

Exceeds Expectations (Level 3)

Employee Comments:

I, \_\_\_\_\_, Agree Disagree with my Performance Evaluation.  
(Employee's Signature)

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Director of Human Resources (Required for Rating of Needs improvement or Exceeds Expectations)

HR Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_