

**Non-Exempt Performance Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** | Click or tap here to enter text. | **Employee Title:** | Click or tap here to enter text. |
| **Employee Dept:** | Click or tap here to enter text. | **Employee ID#:** | Click or tap here to enter text. |
| **Conducted By:** | Click or tap here to enter text. | **Date of Review:** | Click or tap here to enter text. |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Type Supervisor Name: | Click or tap here to enter text. | | |
|
| Supervisor Signature: |  | Date: |  |
|
| Type Employee Name: | Click or tap here to enter text. | | |
|
| Employee Signature: |  | Date: |  |
|

\*\*The Employee’s signature acknowledges that this performance review was discussed with their supervisor but does not necessarily indicate agreement with the assessments made herein.

**General Instructions:**

Managers should use this form to complete reviews of their Non-Exempt (hourly paid) Employee(s). In each section, select a rating for each competency based on this past year’s performance. Please refer to the Performance Attributes & Competencies Guide included in the Perf. Eval. Toolkit. Adding specific comments to support your rating is required. The Employee is encouraged to add comments based on this review at the end of Section 3.

How to Use 1. Tab to each field to move through the document. 2. Comment sections will expand as information is typed in. 3. Save an electronic copy of review for your records. 4. Sign on page one. 5. The supervisor must initial each page. 6. Supervisor must send applicable pages with original signatures to HR by deadline.

**Rating Definitions:**

**5-Outstanding -** This grouping is for the highest performers who consistently exceed performance expectations

**4-Exceeds Expectations-** This grouping is for superior performers who always meet and often exceed performance expectations

**3-Meets Expectations-** This grouping is for good performers who consistently meet (and may occasionally exceed) performance standards

**2-Needs Improvement-** This grouping is for employees who have difficulty consistently meeting performance expectations; for these employees the supervisor must manage their development and performance more closely

**1-Unsatisfactory-** This grouping is for employees who do not meet performance expectations; contact HR for advice on a formal performance improvement plan and/or disciplinary measures

**Section 1. Major Areas of Responsibilities from Job Description**

Using the Position Job Description, in the spaces below fill in the 3 “major responsibilities” of the job (usually these would be those requiring the largest % of effort). Rate the employee’s performance of those responsibilities using the checkboxes. Brief comments – 1-4 sentences – should be used to provide specific examples and to identify training, where applicable.

**Major Responsibility (1):** Click or tap here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1-Unsatisfactory | 2-Needs Improvement | 3-Meets Expectations | 4-Exceeds Expectations | 5-Outstanding |
|  |  |  |  |  |

Comments: Click or tap here to enter text.

**Major Responsibility (2):** Click or tap here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1-Unsatisfactory | 2-Needs Improvement | 3-Meets Expectations | 4-Exceeds Expectations | 5-Outstanding |
|  |  |  |  |  |

Comments: Click or tap here to enter text.

**Major Responsibility (3):** Click or tap here to enter text.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1-Unsatisfactory | 2-Needs Improvement | 3-Meets Expectations | 4-Exceeds Expectations | 5-Outstanding |
|  |  |  |  |  |

Comments: Click or tap here to enter text.

**Section 2. Core Competencies**

Using the Manager’s Perf. Review Toolkit, review the Core Competency guide prior to completing this section. Use the examples and behaviors provided to reflect on your employee’s performance in relation to each individual competency. Support your ratings with specific examples in the comment section.

**Competency Proficiency Definitions:**

**1 - Developing:** Activity working on increasing ability and effectiveness, able to demonstrate the competency in certain circumstances and with increasing regularity. Increasing comfort with utilizing the competency in complex situations and with a variety of stakeholders. Ability to demonstrate competency improved through close supervision.

**2 - Proficient:** Able to demonstrate the competency in most circumstances and with regularity. Comfort with utilizing the competency in complex situations and with a variety of stakeholders. Ability to demonstrate competency more independently/with less supervision.  Activity working on developing others/mentoring in relation to this competency.

**3 - Advanced:** Able to demonstrate the competency with regularity in complex situations and with a variety of stakeholders. Ability to demonstrate competency independently and to lead others in this capacity.  Adept at developing others/mentoring in relation to this competency.

**1. Inclusion:** I actively engage with the values and the mission of the College by promoting a work environment that embraces diversity, and I demonstrate respect for the opinions and beliefs of others.

|  |  |  |
| --- | --- | --- |
| 1 - Developing | 2 - Proficient | 3 - Advanced |
|  |  |  |

1a. Optional Comments: Click or tap here to enter text.

**2. Commitment:** I strive for personal excellence at work, including improving procedures and problem-solving.

|  |  |  |
| --- | --- | --- |
| 1 - Developing | 2 - Proficient | 3 - Advanced |
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2a. Optional Comments: Click or tap here to enter text.

**3. Responsibility:** I assume responsibility for the tasks and processes within my job with creativity and innovation.

|  |  |  |
| --- | --- | --- |
| 1 - Developing | 2 - Proficient | 3 - Advanced |
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3a. Optional Comments: Click or tap here to enter text.

**4. Customer-focused:** My primary focus is on service to others and contributing to a collaborative workplace.

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| --- | --- | --- |
| 1 - Developing | 2 - Proficient | 3 - Advanced |
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4a. Optional Comments: Click or tap here to enter text.

**5. Teamwork:** I’m a team player and encourage and enable teamwork to the best of my abilities.

|  |  |  |
| --- | --- | --- |
| 1 - Developing | 2 - Proficient | 3 - Advanced |
|  |  |  |

5a. Optional Comments: Click or tap here to enter text.

**6. Communication:** I am an effective communicator, sharing information proactively and enhancing partnerships.

|  |  |  |
| --- | --- | --- |
| 1 - Developing | 2 - Proficient | 3 - Advanced |
|  |  |  |

6a. Optional Comments: Click or tap here to enter text.

**7. Professionalism:** I exhibit professionalism, initiative, flexibility and dedication. I seek to continuously improve.

|  |  |  |
| --- | --- | --- |
| 1 - Developing | 2 - Proficient | 3 - Advanced |
|  |  |  |

7a. Optional Comments: Click or tap here to enter text.

**Overall Rating: The overall rating impacts the determination of the employee’s merit increase. Please take into consideration all of the above factors when making your rating and support your reasoning in the comments below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1-Unsatisfactory** | **2-Needs Improvement** | **3-Meets Expectations** | **4-Exceeds Expectations** | **5-Outstanding** |
|  |  |  |  |  |

**Section 3. Annual Professional Development Goals**

It is highly recommended that goals be established for the employee which can be based on College, Division, Department or Professional Development goals. These goals should be discussed and agreed upon with the employee. Assess the progress of the goals from last year’s performance review (if applicable) and establish new goals to focus on during this upcoming review year. We suggest one professional development goal in addition to the performance goals.

**2021 Previous Goals Review** (if applicable):

|  |  |
| --- | --- |
| Goal Progress & Results | Action Items |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**2022 Future Goals Review:**

|  |  |
| --- | --- |
| Goal Description & Actions Needed | Anticipated Completion Date |
| 1. Click or tap here to enter text. | Click or tap here to enter text. |
| 2. Click or tap here to enter text. | Click or tap here to enter text. |
| 3. Click or tap here to enter text. | Click or tap here to enter text. |

**Please continue to the next page for additional space to comment.**

**Overall Comments:**

Supervisor: Click or tap here to enter text.

Employee: Click or tap here to enter text.