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| STRICTLY CONFIDENTIAL |
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 |
| **Non-Exempt Performance Review****Facilities** |

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| **Employee Name:** |       | **Employee Title:** |        |
| **Employee Dept:** |       | **Employee ID#:** |       |
| **Conducted By:**  |       | **Title:** |       |

**Signatures**

|  |  |
| --- | --- |
| Type Dept. Head Name: |        |
|
| Dept. Head Signature: |   | Date: |   |
|
| Type Supervisor Name: |        |
|
| Supervisor Signature: |   | Date: |   |
|
| Type Employee Name: |        |
|
| Employee Signature: |   | Date: |   |

**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 criteria based on this past year’s performance. Add specific comments to support your rating. The Employee’s signature acknowledges that this performance review was reviewed with their supervisor but does not necessarily acknowledge agreement with the assessments made herein. The Employee is encouraged to add comments based on this review in the section provided with the overall score.

How to Use 1. Click into each filed to move through the document and click on the applicable rating box. 2. Save an electronic copy of the review for your records (and in case you need to update it). 3. Sign on page one. 4. After printing, supervisor must initial each page. 5. 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; only a small number of employees will attain this standard

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

**3- Good-** This grouping is for good performers who consistently meet (and may occasionally exceed) performance standards; most employees will fall into this category

**2- Needs improvement-** This grouping is for employees who have difficulty consistently meeting performance expectations; for these employees the supervisor must engage with them and manage their development and/or performance

**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

| Performance Criteria | Rating |
| --- | --- |
| **Quality of Work** Completes duties as assigned thoroughly and accurately. Performs as efficiently as possible without jeopardizing quality; strives to increase productivity, while maintaining a high level of quality.**Comment:** Click here to enter text. | [ ]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |
| **Quantity of Work**  Performs as efficiently as possible without jeopardizing quality; strives to increase productivity.**Comment:** Click here to enter text. | [ ]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |
| **Dedication** Demonstrates commitment, dedication, cooperation, and positive behavior. Takes responsibility for all job expectations and actions. Complies with College rules and policies. Considers safety of self and others while working. Provides emergency services for the college as needed.**Comment:** Click here to enter text. | [ ]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |
| **Interpersonal Skills** Maintains harmonious working relationships with supervisors, co-workers, faculty, and other staff; adheres to the College and Division Mission by interacting appropriately with all members of the College community and helps to create a hospitable and inclusive environment consistent with institutional efforts.**Comment:** Click here to enter text. | [ ]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |
| **Personal Growth** Strive to gain new skills and insights by keeping informed about new equipment, changes in the industry, new trade techniques and new materials.**Comment:** Click here to enter text.   | [ ]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |

**For Supervisors Only! DO NOT PRINT THIS PAGE IF NOT A SUPV.**

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| --- | --- |
| Performance Criteria | Rating |
| **Delegation and Supervision** Demonstrates ability to efficiently direct others in accomplishing work, effectively selects and motivates staff, encourages career development for staff, and completes timely performance reviews.**Comment:** Click here to enter text. | [x]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |
| **Leadership**  Exhibits confidence in self and others, inspires respect and trust, motivates others to perform well, and reacts well under pressure.**Comment:** Click here to enter text. | [ ]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |
| **Planning & Organizing** Plans and organizes work, coordinates with others, and establishes appropriate priorities. **Comment:** Click here to enter text. | [ ]  5-Outstanding [ ]  4-Very Good[ ]  3-Good[ ]  2-Needs Improvement[ ]  1-Unsatisfactory |

Employee Development

1. List the top regularly demonstrated behavior/activity that is most appreciated from this individual. Give specific examples; for example, if you say excellent customer service, then describe the specific situation to support the behavior.

Click here to enter text.

1. List a behavior/activity that you would like to see more of from the individual.

Click here to enter text.

1. Discretionary effort is work, behaviors, activities that the employee regularly performs above and beyond their job description for their personal development or betterment of the college. Please list any/all examples of discretionary effort that the employee may have performed.

Click here to enter text.

**Overall Performance**

Based on the information listed above, what is the overall performance of the employee?

|  |  |
| --- | --- |
| Comment: Click here to enter text.Employee Comments: Click here to enter text. | [ ]  **5-Outstanding** [ ]  **4-Very Good**[ ]  **3-Good**[ ]  **2-Needs Improvement**[ ]  **1-Unsatisfactory** |