

BEVILL STATE COMMUNITY COLLEGE
Annual Performance Evaluation for B, C1, C2, C3, E and H Personnel

Employee: _____ Position Title: _____

Department: _____ Date: _____

Campus: _____

The purpose of this evaluation is to establish a constructive medium through which staff employee performance of assigned duties and responsibilities can be reviewed to determine areas of strength and weakness. Additionally, the instrument should be utilized to propose a course of action that will continue to promote the highest performance standards.

Directions: Place a checkmark for each applicable statement in the appropriate rating column.

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
1. Job Knowledge				
• Possesses knowledge and skills required to accomplish duties.				
• Applies appropriate methods in completing duties and responsibilities.				
• Understands relationships to other jobs/functions.				
• Continues to progress in current position by utilizing a variety of professional development methods.				
Describe specific examples:				
2. Efficiency and Effectiveness of Work				
• Performs duties as listed in job description.				
• Meets timelines.				
• Is thorough and organized in work completed.				
• Organizes work and work area to increase quality and quantity of results.				
• Consistently accepts and accomplishes a fair workload.				
Describe specific examples:				
3. Working Relationships				
• Establishes and maintains cooperative working relationships.				
• Recognizes, supports and respects others.				
• Maintains appropriate attitude towards his or her subordinates.				
• Maintains appropriate attitude towards his or her supervisor.				
• Interacts with public in a positive manner.				
• Promotes a positive image of Bevill State Community College.				
• Maintains confidentiality of program, staff, and student issues as required.				
Describe specific examples:				
4. Initiative/Work Attitudes				

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
• Takes responsibility for determining what needs to be done.				
• Exhibits initiative in identifying and taking charge of new assignments and tasks.				
• Identifies and follows through independently on important details.				
• Accepts change/innovation willingly.				
• Exercises sound judgment in decision-making.				
• Responds positively to constructive criticism.				
• Maintains appropriate attendance.				
• Willingly serves on various college committees.				
• Strives for self-improvement.				
Describe specific examples:				
5. Communication				
• Ensures that oral and written communications are complete, clear, and understandable.				
• Exchanges necessary information with all appropriate personnel.				
• Exchanges information and keeps appropriate supervisor(s) informed.				
• Demonstrates listening skills				
Describe specific examples:				
6. Professionalism				
• Knows and adheres to the policies, rules, and regulations as stated in all BSCC publications.				
• Exhibits behaviors that indicate commitment to the students, co-workers, and community of BSCC.				
• Conveys professional image.				
Describe specific examples:				
7. Supervisory Skills				
• Communicates College goals and strategies to personnel and leads them to achieve these goals.				
• Supervises personnel who report to him or her.				
• Is accessible to subordinates.				
• Delegates tasks appropriately.				
• Involves subordinates in the decision making process.				

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
<ul style="list-style-type: none"> Makes decisions without undue partiality to individuals or programs. 				
<ul style="list-style-type: none"> Identifies potential problems and makes plans to deal with them. 				
<ul style="list-style-type: none"> Serves as a liaison between his or her personnel and higher administrators. 				
8. Improvements based on previous recommendations.				

Evaluator Comments: _____

Objectives to be accomplished by next evaluation: _____

Evaluator Signature: This evaluation is based on the employee’s performance during the current program year. This evaluation has been discussed with the employee.

 Evaluator Signature

 Date

Employee Comments: _____

Objectives to be accomplished by next evaluation: _____

Signing this form verifies that the evaluation has been discussed with you and that you have received a copy. It does not mean that you agree with its contents.

 Employee Signature

 Date

 Supervisor

 Date

 College-Wide Administrator

 Date